

## **Pre/Post-Trip Vehicle Inspection Checklist**

Complete before and after each trip. Report any issues immediately to Fleet Management.

### **Trip Information**

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**Vehicle Number**

**License Plate**

**Make/Model**

**Odometer Reading**

**Driver Name**

**Date**

**Destination**

### **PRE-TRIP Inspection (Check if OK, mark X if problem)**

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**Exterior - Body/paint (no major damage)**

**Exterior - Windows/mirrors (clean, no cracks)**

**Exterior - Lights (headlights, taillights, turn signals)**

**Exterior - Tires (proper inflation, adequate tread)**

**Interior - Cleanliness acceptable**

**Interior - Seats and seatbelts functional**

**Interior - Dashboard lights/gauges normal**

**Fluids - Fuel level adequate**

**Fluids - No warning lights on dashboard**

**Safety - Horn works**

**Safety - Brakes functional**

**Safety - Emergency kit present**

**Safety - First aid kit present**

**Documents - Registration in vehicle**

**Documents - Insurance card in vehicle**

**Pre-Trip Issues/Damage Noted**

**POST-TRIP Inspection**

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**Return Odometer Reading**

**Total Miles Driven**

**Fuel Level at Return**

Full

3/4

1/2

1/4

Empty

**Vehicle Condition**

No issues

Minor issues noted

Major issues - needs service

**Post-Trip Issues/Damage Noted**

Vehicle cleaned out (no trash/personal items)

Keys returned to Fleet Office

### Driver Certification

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Driver Signature

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Sign above

Date:

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### Fleet Office Verification

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Fleet Manager/Designee

\_\_\_\_\_

Sign above

Date:

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