

Pre/Post-Trip Vehicle Inspection Checklist

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

Trip Information

Vehicle Number**License Plate****Make/Model****Odometer Reading****Driver Name****Date****Destination**

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

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

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

Driver Signature

Date:

Sign above

Fleet Office Verification

Fleet Manager/Designee

Date:

Sign above