



## Vehicle Checklist

Before each shift a pre-trip must be performed. In the event during shift if damage or a breakdown occurs, report it to your supervisor right away. An incident report might have to be drawn up as well.

<b>Pre-Start Up. If anything is broken do not start.</b>	<b>Status</b>			<b>Comments</b>
<b>Walk-around inspection (warning decals, sign, etc.)</b>	OK	NO	ADD	
Wheel and Rims (good tread, no slices, bumps, cracks, air)	<input type="checkbox"/>	<input type="checkbox"/>		
Body and Bumpers (deep scratches, dents, loss parts)	<input type="checkbox"/>	<input type="checkbox"/>		
Exterior Mirrors (not lose, missing glass, cracked)	<input type="checkbox"/>	<input type="checkbox"/>		
Windshield & wiper blades other glass (rock chips, cracked)	<input type="checkbox"/>	<input type="checkbox"/>		
Door handles and locks, doors open and close nicely	<input type="checkbox"/>	<input type="checkbox"/>		
Lights (front rear, turning and marker, cargo)	<input type="checkbox"/>	<input type="checkbox"/>		
Spare tires condition	<input type="checkbox"/>	<input type="checkbox"/>		
No dripping oil underneath, Brake lines, Exhaust system	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Under the Hood, Engine Compartment</b>				
• Engine oil, tranny oil, power steering and break fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Radiator coolant, windshield wiper fluid,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Battery & cable, hoses, belts, wiring	<input type="checkbox"/>	<input type="checkbox"/>		
• Air cleaner, radiator, general appearance of motor	<input type="checkbox"/>	<input type="checkbox"/>		
<b>In the Cab.</b>				
Seats and Seat belts	<input type="checkbox"/>	<input type="checkbox"/>		
Dashboard, am/fm radio, two-way radio, interment panel	<input type="checkbox"/>	<input type="checkbox"/>		
Steering Colum and wheel, handles on shifters and signals	<input type="checkbox"/>	<input type="checkbox"/>		
Rear-view mirrors in right position, seat adjusted	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency break on, in park (out of gear if standard)	<input type="checkbox"/>	<input type="checkbox"/>		
Start engine, sounds good (ticks, rubbing sounds)	<input type="checkbox"/>	<input type="checkbox"/>		
Lights turn on, dash, interior, running, head and park lights	<input type="checkbox"/>	<input type="checkbox"/>		
Turn singles, 4-way lights and break lights (2 <sup>nd</sup> person look)	<input type="checkbox"/>	<input type="checkbox"/>		
Drive ahead, test break, test emergency break, steering	<input type="checkbox"/>	<input type="checkbox"/>		
Horn works, heater, air condition,	<input type="checkbox"/>	<input type="checkbox"/>		

If a long trip is planned, have a mechanic look deeper into the condition of the vehicle, upon managements permission.

<b>Operator</b>	<b>Date</b>	<b>Supervisor</b>
<b>Unit #</b>	<b>Make</b>	<b>Model Number</b>
<b>Year</b>	<b>General Condition</b>	<b>Odometer</b>

**In any vehicle, the following should be carried.**

- |                           |               |                          |
|---------------------------|---------------|--------------------------|
| First Aid Kit             | Spare Fuses   | Jack, Lug-nut Wrench     |
| Flares/Reflective Devices | Shovel        | Duct and Electrical Tape |
| Water                     | Jumper Cables | Tool Kit                 |
| Blanket                   | Engine Fluid  | Fire Extinguisher        |