

Pre-Trip Vehicle Inspection Checklist



INSTRUCTIONS: The purpose of this document is to provide guidance when performing a pre-trip inspection for employees who drive for work purposes. This document is primarily designed for GSA, rentals, or other vehicle equipment. Contact the CFMO Fleet Coordinator for any assistance or questions you may have. Please submit this form to your supervisor if any of these items need repair.

Vehicle Information _____
 Employee's Name _____ Date _____

Item	No Issues	Needs Repair	Comments
Head lights working			
Brake lights working			
Turn light working			
Back-up light working			
Tire pressure			
Tire tread			
Look for damage on vehicle body			
Load security			
Lights & reflectors-clean			
Horn			
Brakes			
Windshield wipers including blades			
Front wind shield- clean, no cracks			
Rear windows- clean, no cracks, unobstructed			
Driver's seat position and seat belt			
Passenger seat and seat belt			