

Daily Vehicle Checklist

Week of: _____

Vehicle: _____

Supervisor's Initials _____

<i>Complete each items by initialing in box</i>	Mon	Tues	Wed	Thurs	Fri	Sat/Sun
Engine Oil and Coolant Levels						
Windshield & Mirrors						
Doors and Windows						
Emergency Brake						
Tires – wear and pressure (spare)						
Inspection and License Plate Stickers						
Check Ground under Vehicle for Fluid Leaks						
Emergency Equipment						
First aid kit						
Fire extinguisher						
Warning reflectors and flares						
Flashlight						
Jack, lug-wrench and spare tire						
Communication device						
Documentation						
Insurance card						
Registration						
Check for Cleanliness & Damages [interior and exterior]						
Fuel Level, Gauges, and Dash Warning Lights						
Windshield Wipers						
Horn						
Head Lights, Tail Lights, Turn Signals, Flashers, Warning Lights						
Defrosters, Heaters and Air Conditioner [when applicable]						
Seat Belts						
Notes:						