

### Vehicle Pre-Trip Inspection Checklist

Vehicle #: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_

Driver: \_\_\_\_\_ Total Miles: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_ Inspection Start Time: \_\_\_\_\_

Inspection End Time: \_\_\_\_\_

Added (A)      Checked (X)      Repair Needed (R)      **Report all repairs needed below in comment area.**

| Items to Check Daily                   | Driver | Items to Check Daily                | Driver |
|--|--------|-------------------------------------|--------|
| Registration/Insurance Info            |        | Taillights                          |        |
| Title VI Sticker                       |        | Headlights – Hi-Low/Daytime Running |        |
| Web Cutter                             |        | Backup Lights                       |        |
| Fire Extinguisher/Reflectors/Flares    |        | Backup Alarm                        |        |
| First Aid/Bloodborne Kits- Not Expired |        | Windshield/Wipers/Washer Fluid      |        |
| Emergency Procedures                   |        | Power Steering Level                |        |
| Gauges: Fuel/Oil/Volt/Temp             |        | Brake Fluid                         |        |
| Passenger Entrance Door/Light          |        | Coolant Level                       |        |
| Interior Lights                        |        | Transmission Level                  |        |
| Horn/Radio/PA & Passenger Signaling    |        | Oil Level                           |        |
| Emergency Windows                      |        | Belts/Hoses/Wires/Batteries         |        |
| Interior Clean                         |        | Leaks                               |        |
| Securement Tracks Clean                |        | Mirrors/ Doors/Locks                |        |
| Securement System                      |        | Tires/Lug Nuts/Tire Pressure        |        |
| Oxygen Tank Holder                     |        | Exterior Decals/Inspection Sticker  |        |
| Walker Securement                      |        | Logo/Striping                       |        |
| Modesty Panels/Stanchions              |        | Strobe Light                        |        |
| Seats/Seatbelts/Handrails              |        | Fog Lamps                           |        |
| Fare Box                               |        | Clean Exterior                      |        |
| Roof Hatch                             |        | Exterior Damage                     |        |
| Interior Decals                        |        | A/C, Defroster, Heater-Front & Rear |        |
| Steering Wheel                         |        | Wheelchair Lift/ Interlock System   |        |
| Brake Pedal/Emergency Brake            |        | Exhaust System                      |        |
| Emergency Flashers                     |        | Needs Service                       |        |
| Clearance Lights                       |        |                                     |        |
| Directional Lights                     |        | OTHER:                              |        |

BODY DAMAGE DESCRIPTION: \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_

NOTIFIED SUPERVISOR OF ANY REPAIRS NEEDED: \_\_\_\_ YES \_\_\_\_ NO

Driver Signature: \_\_\_\_\_