

VEHICLE INSPECTION REPORT

VEHICLE # _____ ODOMETER READING: _____ DATE: _____

ITEM	WORKS	ISSUE	COMMENTS
GENERAL ITEMS			
CHECK GROUND FOR FLUID LEAKS			
UNUSUAL NOISES OR VIBRATIONS			
DAMAGE TO INTERIOR OR EXTERIOR			
INTERIOR/EXTERIOR CLEAN			
SAFETY BELTS WORKING			
BRAKE SYSTEM			
ADEQUATE BRAKING POWER			
EMERGENCY BRAKE			
LIGHTING DEVICES			
HEAD/TAIL/BRAKE LIGHTS			
TURN SIGNALS			
LICENSE PLATE LIGHT			
DASHBOARD LIGHTS ON			WHICH:
FLUID LEVELS			
OIL LEVEL			
COOLANT LEVEL			
BRAKE FLUID LEVEL			
TRANSMISSION FLUID			
WINDSHIELD WIPER FLUID			
POWER STEERING FLUID			
TIRES			
TIRE PRESSURE CHECKED			
TIRE TREAD			
WINDSHIELD			
WIPER BLADES			
WINDSHIELD CRACKS			
A/C OR HEAT			
NOT COOLING/HEATING			
REAR VIEW CAMERA			
ADDITIONAL ITEMS:			

EMPLOYEE SIGNATURE: _____ SUPERVISOR INITIAL: _____

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MOTOR POOL ACKNOWLEDGEMENT: _____

WORK ORDER NUMBER: _____