

# PRE-TRIP VEHICLE MAINTENANCE CHECKLIST

Before you drive your vehicle any long distance get a pre-trip tune up and inspection. The following is a partial list of items to check on a daily basis. Add others as necessary:



- Engine Oil Level
- Cooling System Hoses
- Brake Lines
- Brake Operation
- Windshield and Wiper Blades
- Head Lights/Driving Lights
- Power Steering Hoses
- Exhaust System
- Parking Brake Operation
- Fan Belts
- Mirrors: Side, Rear-view
- Snow Chains (if applicable)
- Transmission Fluid Level
- Brake Lights/Turn Signals
- Brake Fluid Level
- Tail Lights/Reverse Lights
- Power Steering Fluid Level
- Tire Wear/Inflation
- Tire Balance/Alignment
- Spare Tire (condition)
- Horn
- Anti-freeze Level
- Heater and AC functioning
- Chocks, Bricks or Boards (to prevent vehicle from rolling off a jack or incline)

Keep these items in your vehicle at all times, especially during long trips:

- First Aid Kit, Blanket, Spare Fuses, Shovel, Engine Fluids, Flashlight
- Extra batteries, Flares/Reflective Devices, Tool Kit, Extra Fan Belt (serpentine)
- Water, Fire Extinguisher, Jumper Cables, Duct or Electrical Tape
- Jack/Lug nut Wrench, Spare Tire (properly inflated), Sand, Kitty Litter (winter)

VEHICLE # or Description: \_\_\_\_\_

Employee Name \_\_\_\_\_

Date and Time: \_\_\_\_\_

Supervisor Initials: \_\_\_\_\_



### WALK AROUND-CIRCLE CHECK

Place check mark ✓ next to each item when identified as working or functioning properly. Circle items when malfunctioning, not working properly, or a problem has been identified. List problems below and seek repair or corrective action.

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**VEHCILE DESCRIPTION:**

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**Employee Name: (Print)**

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**Date and Time:**

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**Supervisor Initials:** \_\_\_\_\_