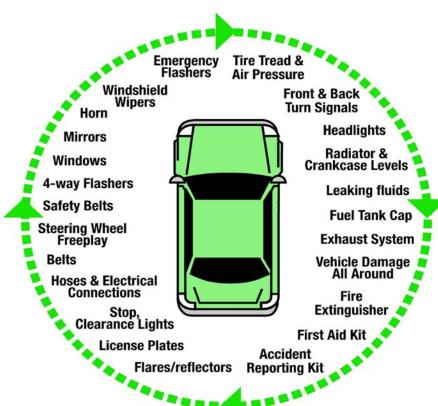
## PRE-TRIP VEHICLE MAINTENANCE CHECKLIST

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:



☐ Enaine Oil Level			
<ul><li>☐ Engine Oil Level</li><li>☐ Cooling System Hoses</li></ul>			
□ 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			
<ul> <li>Jack/Lug nut Wrench, Spare Tire (properly inflated), Sand, Kitty Litter (winter)</li> </ul>			
VEHICLE # or Description:			
Employee Name			
Limployee maine			
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 bee identified. List problems below and seek repair or corrective action.		
VEHCILE DESCRIPTION:	_	
Employee Name: (Print)	_	
Date and Time:	_	
Supervisor Initials:		