




# VEHICLE PRE-TRIP INSPECTION FORM

Styled template based on the linked pre-trip inspection form layout

<b>Vehicle ID</b>		<b>Date</b>		<b>Time</b>	
<b>Odometer (Beginning)</b>		<b>Odometer (Ending)</b>		<b>Hour Meter</b>	

Inspection DAILY: CDL = entire checklist | WEEKLY: Non-CDL (>10,000 GVW or equipped with lift gate), bold items only

Legend:  Pass  Fail  N/A

Left Checklist Item	Pass	Fail	N/A
Check brake lights			
Emergency flashers			
Turn signals			
Headlights			
Check all mirrors			
Check windshield condition			
Check for wheel chocks			
Steering wheel damage			
Wiper blades & washer operation			
Horn operation			
Heater/Defroster			
Parking brake operation			
Seat belt operation			
Check external lights			
Check tire rims			
Check tires			
Check cargo area			
Check lift gate			
Check coupling system			
Check windshield fluid			
Check all belts			
Check oil level			
Check coolant			
Check power steering fluid			
Verify fire extinguisher			

Right Checklist Item	Pass	Fail	N/A
Verify three red reflective triangles			
Check steering linkage			
Check suspension			
Check u-bolts and hangers			
Check frame for cracks			
Check brake chambers			
Check brake hoses			
Check brake drums			
Air brake check			
Check oil pressure gauge			
Check lug nuts for tightness			
Check axle seals for leaks			
Check debris between dual tires			
Check condition of mud flaps			
Check all hoses for leaks			
Check doors secure			
Check battery connections			
Check fuel tanks secured			
Check exhaust system			
Check fuel gauge			
Check dump bed operation			
Check dump bed pivot points			
Ensure tanks not below 1/4 tank			
Check voltmeter			
...and more			

# VEHICLE PRE-TRIP INSPECTION FORM

Safety notes, comments, and sign-off

## Safety Concerns / Issues

## Remarks / Comments

**Operator Signature**

**Supervisor Signature**

**Shift Date**

\* Seat belt use is required.

\* Cell phone use is prohibited while operating University vehicles.

\* Use of wheel chocks where required.