

Daily Vehicle Inspection / Circle Check					
Vehicle	Location:				
Inspected by:	Date(s):				
✓ – Item satisfactory / X – Item needs attention <b>Report concerns immediately.</b> <b>Do not operate a vehicle until you are sure it is safe to do so.</b>					
Keep form in glove compartment until complete, and then file with the vehicle maintenance office.					
	Mon	Tues	Wed	Thu	Fri
<b>Exterior</b>					
Visual exterior inspection – walk around					
<b>Engine</b>					
Fluids					
-Engine Oil					
-Washer					
Fuel					
Battery					
<b>Lights</b>					
Headlight-daytime running					
Headlight- low beam					
Headlight- high beam					
Indicators/signal lights/emergency flashers					
Backup lights					
<b>Interior</b>					
Interior clean					
Windows clean					
Horn					
Fire extinguisher					
First aid kit					
<b>Comments</b>					