Vehicle pre-trip checklist

Date _____ **Time** _____

Driver name _____ **Vehicle or unit number** _____

Odometer _____ **Trailer number (if any)** _____

Walk around the outside

	Pass	Fail	N/A
Tires and wheels: tread, inflation, damage, lug nuts	☐	☐	☐
Headlights, brake lights, turn signals and marker lights work	☐	☐	☐
Reflectors and reflective tape are clean and in place	☐	☐	☐
Mirrors and glass are clean, secure and not cracked	☐	☐	☐
Doors, bumpers and body panels are secure	☐	☐	☐
No fluid leaks under the vehicle	☐	☐	☐
Coupling, hitch or fifth wheel is secure, if towing	☐	☐	☐
Cargo and load are secured	☐	☐	☐

Inside the cab

	Pass	Fail	N/A
Service brake pedal is firm	☐	☐	☐
Parking brake holds	☐	☐	☐
Steering has no excess play	☐	☐	☐
Horn works	☐	☐	☐
Windshield wipers and washers work	☐	☐	☐
Gauges and warning lights work, none stay on	☐	☐	☐
Seat belt works	☐	☐	☐
Heater and defroster work	☐	☐	☐
Emergency equipment is on board: warning triangles or flares, fire extinguisher, first aid kit	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com