

**Vehicle Pre-Trip Inspection Checklist**

Vehicle # \_\_\_\_\_

Date \_\_\_\_\_

Driver 1 \_\_\_\_\_

Driver 2 \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_

Ending Mileage: \_\_\_\_\_

Ending Mileage: \_\_\_\_\_

Total Miles: \_\_\_\_\_

Total Miles: \_\_\_\_\_

Inspection Start Time: \_\_\_\_\_

Inspection Start Time: \_\_\_\_\_

Inspection End Time: \_\_\_\_\_

Inspection End Time: \_\_\_\_\_

Added (A)      Checked (X)      Repair Needed (R)

**Report all repairs needed below in comment area.**

Items to Check Daily	Driver 1	Driver 2	Items to Check Daily	Driver 1	Driver 2
Oil Level			Gauges: Fuel/Oil/Volt/Temp		
Transmission Level			Brake Pedal/Emergency Brake		
Coolant Level			Registration/Insurance Info		
Power Steering Level			A/C, Defroster, Heater-Front & Rear		
Brake Fluid			Passenger Entrance Door/Light		
Belts/Hoses/Wires/Batteries			Interior Lights		
Water/Fluid Leaks			Horn/Radio/PA & Passenger Signaling		
Windshield/Wipers/Washer Fluid			Seats/Seat Belts/Hand Rails		
Headlights – Hi-Low/Daytime Running			Interior Clean		
Directional Lights			Modesty Panels/Stanchions		
Emergency Flashers			Wheelchair Lift/Interlock System		
Brake/Back-Up Lights			Securement System		
Clearance Lights			Fire Extinguisher/Reflectors		
Back Up Alarm			First Aid/Bloodborne Kits		
Mirrors/Windows/Doors/Locks			Fare Box		
Tires/Lug Nuts/Tire Pressure			Roof Hatch		
Exterior Decals/Inspection Sticker			Destination Signs		
Logo/Striping			Interior Decals		
Strobe Light			Windows/Emergency Windows		
Fog Lamps			Leaks		
Clean Exterior			OTHER:		

BODY DAMAGE DESCRIPTION: \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_

NOTIFIED SUPERVISOR OF ANY REPAIRS NEEDED: \_\_\_\_ YES \_\_\_\_ NO

Driver 1 Signature: \_\_\_\_\_

Driver 2 Signature: \_\_\_\_\_