Vehicle Pre-use Inspection Form

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Check before starting engine** | **Check after starting engine** |
| [ ]  Check for fluid leaks - oil, gas, brake, washer [ ]  Tires - pressure, tread depth or damage[ ]  Wheels - defects in rim, loose or missing fasteners[ ]  Load - secure and compliant with regulations[ ]  Emergency equipment - installed and inspected as required[ ]  Damage?  | [ ]  Seatbelts - in good condition [ ]  Parking brake - holds against slight acceleration[ ]  Foot brake - holds, stops vehicle smoothly[ ]  Steering – moves smoothly, no “play”[ ]  Lights - headlights, warning lights, and turn signals operational [ ]  Dash control panel - all lights and gauges operational[ ]  All moving parts - no strange noises[ ]  Horn - operational [ ]  Visibility - mirrors properly adjusted; windows clean & intact [ ]  Wipers/washer - functioning and intact |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Odometer reading** | **Operator’s initials** | **OK?** | **Not OK - hazard identified** | **Corrective action taken before use** | **By whom?** |
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**\*Do not use if any of the above do not meet minimum standard. Record and report any defect to your supervisor immediately.**

**Retention**: Current and previous month