



Bi-Weekly Vehicle Check List

Vehicle Make & Model _____ Vehicle No. _____

Shop _____ Current Mileage _____

(Y)= SATISFACTORY, (N)=UNSATISFACTORY – N: requires a comment below

1. _____ Brakes – do service brakes and parking brake operate?
2. _____ Lights – check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?
3. _____ Tires – check pressure against p.s.i. noted on tire. Check treads depth (at least 1/8 inch). Check for defects such as unusual wear pattern, bubbles or deformed sidewalls.
4. _____ Belts – are they quiet with engine running?
5. _____ Glass – no broken windows, no cracks that interfere with driver's vision. Clean.
6. _____ Mirrors – are side and rearview mirrors intact?
7. _____ Windshield wipers – do they operate?
8. _____ Windshield washer – is reservoir full, does it pump when operated?
9. _____ Engine oil –. Any leaks? Need oil? _____ Quarts
10. _____ Coolant – is fluid to mark on reservoir? _____ Quarts
11. _____ Transmission – check dipstick. Any problems shifting?
12. _____ Battery – cables, terminals, fluid levels.
13. _____ Steering – does steering react when steering wheel is turned? Any noise?
14. _____ Occupant restraints – are all seatbelts and airbags present? Do seatbelts operate properly?

Exterior Condition: _____

Additional Comments: _____

Operator's Name: _____ Date _____