

Fleet Maintenance Checklist

A framework for managing maintenance across a vehicle fleet — preventive schedules, inspections, record keeping and compliance.

Preventive Maintenance Schedule

- ☐ Set PM intervals from each manufacturer's schedule
- ☐ Adjust intervals for usage, mileage and conditions
- ☐ Schedule oil and filter changes by mileage or time
- ☐ Plan tire rotations, alignments and replacements
- ☐ Schedule fluid checks, flushes and belt and hose service
- ☐ Track upcoming PM due dates for each vehicle

Routine Vehicle Inspections

- ☐ Require driver pre-trip and post-trip inspections
- ☐ Inspect tires, brakes, lights and steering regularly
- ☐ Check fluid levels and look for leaks
- ☐ Inspect wipers, mirrors and safety equipment
- ☐ Review and act on driver vehicle inspection reports
- ☐ Log and prioritize defects for repair

Repairs & Work Orders

- ☐ Open a work order for every repair
 - Capture parts, labor and the technician on record
- ☐ Triage defects by safety and urgency
- ☐ Use qualified technicians or approved vendors
- ☐ Track repair costs per vehicle to spot problem units
- ☐ Verify completed repairs before returning to service
- ☐ Manage warranty and recall work

Records & Documentation

- ☐ Keep a complete maintenance history per vehicle
- ☐ Use fleet software or a central log for records
- ☐ Record mileage, service dates and costs
- ☐ Store inspection reports and work orders
- ☐ Track parts inventory and usage
- ☐ Document fuel use and monitor efficiency trends

Compliance & Safety

- ☐ Track registration, insurance and inspection renewals
- ☐ Monitor emissions and required certifications
- ☐ Keep driver qualification and licensing records current
- ☐ Follow the regulations that apply to your fleet
- ☐ Maintain records to support audits and inspections
- ☐ Remove unsafe vehicles from service until repaired

Fleet Management & Costs

- ☐ Set a maintenance budget and track spend per vehicle
- ☐ Review uptime, downtime and breakdown trends
- ☐ Plan vehicle replacement based on age and cost
- ☐ Standardize procedures and checklists across the fleet
- ☐ Train drivers on inspections and reporting
- ☐ Review supplier and vendor performance periodically