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