Vehicle Inspection Checklist

A pre-trip inspection checklist for vehicles and fleets.

Inspected by _____ Date _____

Unit / ID _____ Location _____

Tires and wheels	OK	DEFECT	N/A
Check tire tread depth meets the legal minimum. Insert a coin or gauge into the tread groove; uneven wear often indicates alignment issues.	☐	☐	☐
Inspect tires for cuts, bulges, cracks or embedded objects.	☐	☐	☐
Verify tire pressure matches the recommended setting. Check cold tires using the PSI specification listed on the driver door jamb, not the tire sidewall.	☐	☐	☐
Confirm wheel nuts are present and tight.	☐	☐	☐
Check the spare tire, jack and tools are present where required.	☐	☐	☐
Inspect rims for cracks or damage.	☐	☐	☐

Lights and signals	OK	DEFECT	N/A
Confirm headlights, high beams and fog lights work.	☐	☐	☐
Check brake lights illuminate when the pedal is pressed.	☐	☐	☐
Verify turn signals and hazard lights flash correctly.	☐	☐	☐
Confirm reverse lights work when in reverse.	☐	☐	☐
Check marker, clearance and license plate lights.	☐	☐	☐
Verify all lenses are intact and clean.	☐	☐	☐

Brakes and steering	OK	DEFECT	N/A
Confirm the brake pedal is firm with normal travel.	☐	☐	☐
Check the parking brake holds the vehicle. Any brake or steering fault makes the vehicle unsafe to drive until repaired.	☐	☐	☐
Verify steering responds smoothly with no excess play.	☐	☐	☐
Listen for unusual noise when braking or steering.	☐	☐	☐
On air-brake vehicles, check pressure build-up and warnings.	☐	☐	☐
Confirm no warning lights remain on for brakes or ABS.	☐	☐	☐

Fluids and engine	OK	DEFECT	N/A
Check engine oil level and condition.	☐	☐	☐
Verify coolant level when the engine is cool. Never open a hot radiator cap; check the expansion tank level against the cold fill marker.	☐	☐	☐
Check brake and power steering fluid levels.	☐	☐	☐
Confirm windshield washer fluid is topped up.	☐	☐	☐
Inspect under the vehicle for leaks or drips. Fresh puddles can indicate oil, coolant, or transmission fluid leaks that require immediate repair.	☐	☐	☐
Check belts and hoses for wear or looseness.	☐	☐	☐

Mirrors and cab	OK	DEFECT	N/A
Confirm mirrors are clean, intact and adjusted.	☐	☐	☐
Check the windshield and wipers are clear and functional. Replace wiper blades if they leave streaks or chatter, and check the glass for growing rock chips.	☐	☐	☐
Verify the horn works.	☐	☐	☐
Confirm seatbelts latch and retract for all seats.	☐	☐	☐
Check dashboard warning lights clear after startup.	☐	☐	☐
Verify the defroster and ventilation operate.	☐	☐	☐

Documents and safety	OK	DEFECT	N/A
Confirm registration and insurance documents are present and current.	☐	☐	☐
Check the driver's license is valid for the vehicle class.	☐	☐	☐
Verify the first aid kit and warning triangles where required.	☐	☐	☐
Confirm the fire extinguisher is charged where fitted. Ensure the pressure gauge needle rests in the green zone and the safety pin seal remains unbroken.	☐	☐	☐
Record any defects and report them before driving.	☐	☐	☐
Sign, date and file the completed pre-trip inspection.	☐	☐	☐

Notes / defects found

Driver sign-off (DVIR)

Odometer reading: _____

Result (No defects / Defects found): _____

Defects reported to (supervisor): _____

Signature: _____