

Vehicle Inspection Checklist

A pre-trip inspection checklist for vehicles and fleets.

Tires and wheels

- ☐ Check tire tread depth meets the legal minimum.
- ☐ Inspect tires for cuts, bulges, cracks or embedded objects.
- ☐ Verify tire pressure matches the recommended setting.
- ☐ 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

- ☐ 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

- ☐ 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

- ☐ Check engine oil level and condition.
- ☐ Verify coolant level when the engine is cool.
- ☐ Check brake and power steering fluid levels.
- ☐ Confirm windshield washer fluid is topped up.
- ☐ Inspect under the vehicle for leaks or drips.
- ☐ Check belts and hoses for wear or looseness.

Mirrors and cab

- ☐ Confirm mirrors are clean, intact and adjusted.
- ☐ Check the windshield and wipers are clear and functional.
- ☐ 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

- ☐ 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.
- ☐ Record any defects and report them before driving.
- ☐ Sign, date and file the completed pre-trip inspection.