

# MONTHLY VEHICLE INSPECTION

Company Name: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Vehicle License Plate: \_\_\_\_\_ Odometer: \_\_\_\_\_

## VEHICLE INSPECTION

Exterior Inspection (Walk-around)				
	Pass	Fail	Needs Repair	Comments
1 Is the vehicle exterior free of visible damage?				
2 Are there any signs of fluid leakage underneath vehicle?				
3 Is the vehicle clean in appearance?				
4 Are all four tires properly inflated to proper PSI?				
5 Is the tire tread depth and tread wearing acceptable?				
6 Are wiper blades adequate?				
Interior Inspection				
	Pass	Fail	Needs Repair	Comments
1 Is the interior of the vehicle free of visible damage?				
2 Are safety belts working properly?				
3 Is a first aid kit/emergency kit available?				
4 Is the vehicle registration easily accessible?				
5 Is the vehicle insurance information accessible?				
6 Is a spare tire available and inflated?				
7 Is there a jack system available?				
Operating Inspection				
	Pass	Fail	Needs Repair	Comments
1 Are the headlights working?				
2 Are the taillights working?				
3 Are the brake lights working?				
4 Are the back-up lights working?				
5 Are the windshield wipers working properly?				
6 Is the horn working?				
7 Are the proper mirrors available? (Rearview, side, instructor)				
8 Is the parking brake working?				
9 Do the turn signals work?				
10 Does the heating/cooling system work properly?				
Under the hood Inspection				
	Pass	Fail	Needs Repair	Comments
1 Is the engine oil within range?				
2 Is the windshield wiper fluid within range?				
3 Is the power steering fluid within range?				
4 Is the transmission fluid within range?				
5 Is the brake fluid within proper levels?				
6 Is the coolant within proper levels?				
7 Do all belts appear in good condition?				

Any Additional Comments:

Inspector Name & Signature: