**Vehicle Inspection Checklist**

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| --- | --- | --- | --- |
| **Vehicle Make / Model:** |  | **License Plate #:** |  |
| **Date of Inspection:** |  | **Inspector Name:** |  |
| **Inspector Signature:** |  |
|  |
| **Inspection Item** | **Inspection Criteria** | **Pass/Fail** | **Details** |
| **Tires** | Check general condition, tread depth, wear, weathering, bulges, imbedded objects, cuts, damage. Use a penny to check tire tread. Place the penny, Lincoln’s head pointed down, in the tread, if you can see all of Lincoln’s head; tires need to be replaced. |  |  |
| Make sure the spare tire is present and inflated. Look for the vehicle jack and lug wrench. |  |  |
| **Lights** | Head Lights – Both high and low beams operations, no cracks, no condensation, clean, secured. |  |  |
| Tail Lights – Intact, operate. |  |  |
| Brake Lights – Intact, operate with break is applied. |  |  |
| Turn Signals – Intact, operate. |  |  |
| Backup Lights – Intact, operate. |  |  |
| Four-way Flashers – Intact, operate. |  |  |
| License Plate Light – Intact, Operate. |  |  |
| **Windshield/****Windows/****Wipers** | Windshield and Windows – Not cracked, broken or scratched to the degree that impairs vision. |  |  |
| Window Control – Operate. |  |  |
| Windshield Wipers – Both wipers work, clear the windshield, Blades show no sign of wear. |  |  |
| **Mirrors** | Not damaged, operate properly, night selection on rearview works. |  |  |
| **Bumpers** | Not lose, bent or damaged in a way to cause a hazard. |  |  |
| **Breaks** | Foot pedal cannot travel more than halfway to floor. Break lights stay on when pedal depressed. No warning lights. |  |  |
| Emergency Break – Properly adjusted. Vehicle does not move when break applied. |  |  |
| **Interior** | Horn – Operates. |  |  |
| Front and rear defrosters – Operates. |  |  |
| Heater/AC – Operates. |  |  |
| No warning lights illuminated on dashboard. |  |  |
| Emergency equipment present – Frist aid kit, warning triangle, fire extinguisher, etc. |  |  |
| Seat belts – Operate, no damage. |  |  |
| Self-Insurance Information, accident forms and utilization forms present. |  |  |
| **Exterior** | Walk around vehicle and check for any damage that has not been reported and/or creates a hazard |  |  |
| **Inspection Item** | **Inspection Criteria** | **Pass/Fail** | **Details** |
| **License Plate** | Front and rear present and visible. Plate sticker is not expired. |  |  |
| **Under the Hood** | Brake fluid – filled to appropriate level. |  |  |
| Windshield waste fluid reservoir full. |  |  |
| Battery – No corrosion on terminals, clean, and tight. Battery secured.  |  |  |
| Power steering fluid – filled to appropriate level. |  |  |
| Oil – filled to appropriate level. |  |  |
| Transmission fluid – filled to appropriate level. |  |  |
| Coolant reservoir – filled to appropriate level. |  |  |
| No obvious leaks or fluids present or on the ground under the vehicle.  |  |  |
| Hoses and Belts - No cracks, leaks, bulges, chaffing or deterioration. |  |  |
| **Additional Information** |  |
| **Place and “X” to indicate any observed damage on the vehicle:**Related image |