



# SEDAN PRE-TRIP VEHICLE INSPECTION REPORT

(INSTRUCTIONS: All boxes are to be checked for response, click to initiate check mark if N/A or discrepancies leave blank and fill comments)

Employee/Driver: _____ Vehicle # _____	Serial #: _____ Hour Meter: _____ If equipped.	Date: ___/___/___ Time: ___:___ AM <input type="checkbox"/> PM <input type="checkbox"/>
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Inspection reports to be performed daily. Keep reports in the vehicle, and turn in at end of month with your Monthly Vehicle Log, unless there is a new issue and/or one that requires immediate attention.

Mark **every** Box below. Leave box blank if it requires attention or is less than ideal. Mark  if it meets County Standards.

**Walk Around Visual Inspection I:**

- Check for body damage (see column on right)
- Check tire tread (4/32")
- Check windows
- Check mirrors
- Check under vehicles for fluid leaks / irregularities

**Under the Hood Inspection:**

- Check oil (full, clean)
- Check transmission fluid
- Check coolant
- Check belts
- Check battery & cables

**Interior Inspection:**

- Check seating (cleanliness, tears, stains)
- Check seatbelts
- Check parking brake
- Check horn
- Check first aid kit is onboard and full (if applicable)
- Check fire extinguisher is onboard and charged (if applicable)

**Start Up Inspection:**

- Vehicle starts okay without sounds and/or Hesitation.
- Check airbags (warning light should not be on)
- Check steering wheel & column (not too much play)
- Check lights and turn signals
- Check brakes, lines & brake chambers (no leaks)
- Adjust mirrors

Odometer Reading at Start: \_\_\_\_\_  
 Fuel level at Start\* ¼  ½  ¾  full tank   
 \*Borrowed vehicles must be returned with a full tank

**While operating the vehicle, always be aware of unusual smells, sounds, vibrations, or anything that does not seem right with the vehicle.**

**Drivers Notes:** Auto-font max 250 characters:

**Walk Around Visual Inspection II:**

Mark all exterior damage where it is located on the sketch below or using the identifying letter from this key:

- Key**
- |                            |            |
|----------------------------|------------|
| A- Scratch or Scrape Loose | E- Loose   |
| B- Broken                  | F- Flat    |
| C- Cracked                 | G- Missing |
| D- Dented                  |            |

