



Track Hoe Pre-Trip Inspection Report

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

Department: _____	Employee Name: _____	Date: ___/___/___	Time: ___:___ am <input type="checkbox"/> pm <input type="checkbox"/>
Equipment #: _____	Serial #: _____	Inspected By: _____	Hour Meter: _____

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

Body: (walk around)

- Check on loose / broken screws, bolts, rivets
- Check to see if ragged / sharp edges
- Check all latches work & are oiled
- Check on extensive rust damage (surface rust Only)
- Check Hydraulic Fluid
- Check Exterior Lights
- Check Backup Alarm Annunciator
- Check Marker Lights

Per-Start Check list:

- Check Fire Extinguisher
 - Check Mirrors (Cleanliness & Adjustment)
 - Check Safety Pin Placement
 - Check for Loose Bolts and Nuts
 - Check to ensure machine parts are properly Greased.
 - Check Transmission Fluid / and for leaks
 - Check Engine Oil Level and for leaks
 - Check Coolant level and for leaks
 - Check Tines / Tracks / Undercarriage
 - Check System Gauges
 - Check Air Cleaner Indicator
- Comments: Auto-font 250 characters max:

Cab/ Engine Compartment

- Clean Windows
- Check Steering System
- Check Brake Systems
- Check System Gauges
- Check Seat Belt / Seat Adjustment
- Check Cab Interior Clean and Tidy
- Check Air Cleaner Indicator
- Check First Aid Kit
- Check Oil Spill Kit
- Check Ground Engaging Tools
- Check and Clean Pre filters
- Check Horn And Reverse Alarms/ Cameras
- Check Windshield Wipers /Washer Fluid
- Check Air Conditioner System
- Check System Gauges
- Check to see if there are no sharp interior edges
- Check for rust spots on floor
- Check to see if interior walls in good condition
- Check for Air Leaks
- Check Mobile Cellphone (Must be Hands Free)

Check Fuel Gauge (*Do not operate w/ less than 1/4 tank of fuel*)

Hour Meter at Start: _____

Fuel level at Start* 1/4 1/2 3/4 full tank

*Borrowed vehicles must be returned with a full tank

Walk Around Visual Inspection:

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

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



