

## VEHICLE SAFETY AND MAINTENANCE CHECKLIST

Vehicle #	Mileage :
Date:	OIL CHANGE:
MAKE/YR:	Registration renewal:
MODEL :	VEIP due :
VEHICLE CATEGORY:	VIN#
TAG#	LOCATION:
Inspected by:	VEHICLE COLOR

DOCUMENTS	YES	NO	COMMENTS	DAILY UPDATES
Basic Information Sheets				
PMOFs				
Staff Emergency Contact Information				
Emergency Procedures				
Insurance Card				
Mileage log				
Registration card				
Vehicle Emission Test				
PHYSICAL CONDITON OF VEHICLE				
Oil Level good				
A/C				
Brake Lights				
Brakes				
Dash Board Warning Lights				
Hazard Lights				
Head and Tail Lights				
Heat				
Horn				
Rear view				
Reverse Lights				
Seat Belts				
Side View Mirrors				
Sun Visors				
Tire Pressure				
Tire Tread				
Turn Signal Lights				
Windows				
Windshield				
Windshield Wiper Fluid				
SAFETY EQUIPMENT				

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Fire Extinguisher				
First Aid Kit ( All contents present)				
Roadside Emergency Triangles or flares				
Spare Tires				

**ADDITIONAL COMMENTS:**