

DAILY VEHICLE SAFETY AND MAINTENANCE CHECKLIST

Vehicle #	Make Year:	Model:	Mileage :	Date:	
Vehicle Category:		Tag #	VIN #		
Vehicle Color:		VEIP due :	Registration renewal:		
Location:		Oil Change:	Inspected by:		
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 CONDITION OF VEHICLE					
Oil Level good					
A/C					
Brake Lights					
Brakes					
Dash Board Warning Lights					
Hazard Lights					
Head and Tail Lights					
Heat					
Horn					
Rear view Mirror					
Backup Camera					
Reverse Lights					
Seat Belts					
Side View Mirrors					
Sun Visors					
Tire Pressure					
Tire Tread					
Turn Signal Lights					
Windows					
Windshield					
Windshield Wiper Fluid					
SAFETY EQUIPMENT					
Fire Extinguisher					
First Aid Kit (All contents present)					
Roadside Emergency Triangles or flares					
Spare Tire/Jack					
Additional Comments:					