Company Vehicle & Fleet Inspection Checklist

Pre-Trip / Periodic Vehicle Safety Inspection per 49 CFR 392/396

Date: _____

Inspector/Driver: _____

Vehicle Unit # / License Plate: _____

Make/Model/Year: _____

Odometer Reading: _____

Inspection Type: Pre-Trip / Post-Trip / Monthly / Annual

Part 1: Exterior Walkaround

Inspection Item	What to Check	OK	Fail	N/A
Tires and wheels	Tread depth adequate (4/32" steer, 2/32" drive). No cuts, bulges, exposed cord. Proper inflation. Lug nuts tight. Wheel seals not leaking.			
Lights and reflectors	Headlights, taillights, brake lights, turn signals operational. Clearance/marker lights functional. Reflectors clean and intact.			
Brakes - visual	Lines/hoses free from leaks, cracks, chafing. Push rod travel within limits. Drums/rotors no cracks. Pads/shoes adequate lining.			
Body and frame	No damage affecting operation. Frame free from cracks. Bumpers secure. Mirrors adjusted. Exhaust intact, no leaks near cab/fuel.			
Fluid leaks	No active leaks underneath. No chronic stains. Fuel cap secure. Hydraulic lines intact.			

Part 2: Engine Compartment

Inspection Item	What to Check	OK	Fail	N/A
Engine oil	Level within range. No excessive discoloration. No leaks at gaskets, pan, or filter. Change interval current.			
Coolant system	Level at proper mark. No visible leaks. Hoses firm, no bulging or cracks. Radiator cap secure. Belts adequate.			
Belts and hoses	Drive belts tensioned, no cracks or glazing. Hoses secure with tight clamps. No seepage at connections.			
Battery	Securely mounted. Terminals clean. Connections tight. No cracks or bulging. Hold-down in place.			
Fluid levels	Brake fluid, power steering, transmission, washer fluid, DEF all at proper levels.			

Part 3: Cab & Controls

Inspection Item	What to Check	OK	Fail	N/A
Steering	Free play within limits (2" max power steering). No noise or resistance. Column secure.			
Brakes - functional	Pedal firm, adequate travel. Parking brake holds on grade. Air system builds to cut-out (if equipped).			
Instruments and gauges	Warning lights functional at key-on. All gauges reading normal. No active warning indicators.			
Windshield and wipers	No cracks in line of sight. Wipers operational with good blades. Washer sprays. Defroster works.			
Seat belts and seats	All seat belts present and functional. Retract and latch properly. No fraying or cuts.			
Horn and signals	Horn audible. Turn signals correct. Hazard flashers work. Backup alarm functional (if equipped).			

Part 4: Safety Equipment & Documentation

Inspection Item	What to Check	OK	Fail	N/A
Fire extinguisher	Present, mounted, accessible. Min 5 B:C rated. Gauge in green. Pin and seal intact. Annual tag current.			
Emergency warning devices	Three warning triangles present. Reflective vest available. First aid kit stocked. Emergency contacts accessible.			
Registration and insurance	Current registration in vehicle. Insurance card accessible. DOT inspection sticker current (CMV).			
Cargo securement	Cargo properly loaded and secured. Tie-downs in good condition. Load within GVWR. Tarps if required.			

Do not operate any vehicle with defective brakes, inoperable lights, damaged steering, flat or unsafe tires, or any condition that affects safe operation. Report all defects immediately and remove the vehicle from service until repairs are completed.

Deficiencies Found

Item #	Deficiency Description	Priority	Corrective Action

Inspector/Driver: _____ Date: _____ Signature: _____

Fleet Manager / Supervisor: _____ Date: _____ Signature: _____