

Driver's Pre-Trip Inspection Checklist

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Vehicle Number _____ Date _____

ELEMENT: () SATISFACTORY () UNSATISFACTORY (OR COMMENT)

1. Brakes – do service brakes and parking brake operate? _____
2. Lights – check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working? _____
3. Tires – check pressure against p.s.i. noted on tire. Check treads depth (at least 1/8 inch). Check for defects such as unusual wear pattern, bubbles or deformed sidewalls. _____
4. Belts – are they quiet with engine running? _____
5. Glass – no broken windows, no cracks that interfere with driver's vision. Clean. _____
6. Mirrors – are side and rearview mirrors intact? _____
7. Windshield wipers – do they operate and remove washer fluid when tested? _____
8. Windshield washer – is reservoir full, does it pump when operated? _____
9. Engine oil – check dipstick. Any leaks? _____
10. Coolant – is fluid to mark on reservoir? _____
11. Transmission – check dipstick. Any problems shifting? _____
12. Steering – does steering react when steering wheel is turned? Any noise? _____
13. Occupant restraints – are all seatbelts and airbags present? Do seatbelts operate properly? _____

14. License Plate – is a license plate mounted and easily seen? _____
15. Emergency equipment – is there a jack, lug wrench, flashlight, etc.? _____
16. Keys – do keys operate ignition and all locks? _____
17. *Note any irregularities when returning a vehicle after a trip to report needed repairs.*