

**McMaster University**  
**Department of Physical Plant**  
**Material Handling and Trucking Daily Vehicle Circle Check**

THIS CHECK TO BE COMPLETED BEFORE USING VEHICLE, KEPT IN VEHICLE DURING OPERATION AND SUBMITTED TO SUPERVISOR AFTER COMPLETION OF SHIFT.

Please be considerate of others-Keep cab and cargo box clean!!

- Light duty vehicles (car, van, pick-up)     Heavy duty vehicles (trucks, construction equipment)  
 Trailer    Trailer Number \_\_\_\_\_

Division: \_\_\_\_\_    Odometer/Hourmeter Reading: \_\_\_\_\_    Vehicle Number: \_\_\_\_\_  
Date: \_\_\_\_\_    Time: \_\_\_\_\_    Operator: \_\_\_\_\_

**UNDER THE HOOD**

- |  |  |
|--|--|
| <input type="checkbox"/> Engine oil level        | <input type="checkbox"/> Windshield washer     |
| <input type="checkbox"/> Radiator Fluid          | <input type="checkbox"/> Auto trans. level     |
| <input type="checkbox"/> Powering steering level | <input type="checkbox"/> Belts                 |
| <input type="checkbox"/> Brake fluid             | <input type="checkbox"/> Hoses and connections |

**AROUND THE VEHICLE**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Body damage    | <input type="checkbox"/> Hyd. Tank            | <input type="checkbox"/> Reflectors             | <input type="checkbox"/> Plate condition |
| <input type="checkbox"/> Mirrors        | <input type="checkbox"/> Wheels               | <input type="checkbox"/> Lights operation       | <input type="checkbox"/> Dumpbox         |
| <input type="checkbox"/> Exhaust system | <input type="checkbox"/> Fasteners            | <input type="checkbox"/> Clearance lights       | <input type="checkbox"/> Tailgate        |
| <input type="checkbox"/> Fuel system    | <input type="checkbox"/> Pools under vehicle  | <input type="checkbox"/> Four way flashers      | <input type="checkbox"/> Chains          |
| <input type="checkbox"/> Springs        | <input type="checkbox"/> Backup alarm         | <input type="checkbox"/> Brake lights           | <input type="checkbox"/> Tarp & tiedowns |
| <input type="checkbox"/> Shackles       | <input type="checkbox"/> Backup lights        | <input type="checkbox"/> Yellow/blue lights     | <input type="checkbox"/> Load security   |
| <input type="checkbox"/> Tires          | <input type="checkbox"/> License marker light | <input type="checkbox"/> Towing/coupling device |  |

**IN THE CAB**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Adjust seat    | <input type="checkbox"/> Windows                           | <input type="checkbox"/> Horn                     | <input type="checkbox"/> Dash lights       |
| <input type="checkbox"/> Seat belts     | <input type="checkbox"/> Windshield                        | <input type="checkbox"/> Oil                      | <input type="checkbox"/> Ownership         |
| <input type="checkbox"/> Mirrors        | <input type="checkbox"/> Wipers                            | <input type="checkbox"/> Temp.                    | <input type="checkbox"/> Insurance         |
| <input type="checkbox"/> Steering wheel | <input type="checkbox"/> Defrost                           | <input type="checkbox"/> Charging system          | <input type="checkbox"/> CVOR (4500 GVW >) |
| <input type="checkbox"/> Clutch         | <input type="checkbox"/> Heater                            | <input type="checkbox"/> Accelerator operation    | <input type="checkbox"/> F.A Kit           |
| <input type="checkbox"/> Brake pedal    | <input type="checkbox"/> Extinguisher<br>(when applicable) | <input type="checkbox"/> Flares (when applicable) |  |

**Defects Found:**     Yes    **Defects reported:**     Yes    **Repairs done:**     Yes  
                           No    No    No

Repair Date: \_\_\_\_\_    Supervisor: \_\_\_\_\_

Defects Found on Circle Check:

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**ANY DEFECTS FOUND ARE TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR**