

TOOL TYPE **FORM**

GEOGRAPHY **ALL**

LAST REVIEWED **03/07/15**

SOURCE: **ROADSAFETYATWORK**

DAILY PRE-TRIP INSPECTION AND MAINTENANCE LOG

BENEFITS

If your workers regularly drive as part of their jobs, it's important that you ensure that the vehicles they drive are safe to operate. An effective way to do so is to require workers to conduct daily inspections of their vehicles before they go on a trip.

HOW TO USE THE TOOL

Adapt this form for your company's OHS program, the requirements in your jurisdiction's OHS laws and the recommendations of the vehicle's manufacturer. Require any worker who drives on the job to use this form to regularly inspect their vehicles pre-trip to ensure that the equipment is operating properly, and to document any problems identified and related follow-up to correct those problems.

OTHER RESOURCES:

RoadSafetyatWork.ca

[10 Safe Winter Driving Tips](#)

[Model Distracted Driving Policy](#)

At **SafetyPoster.com**, you can buy a **[poster reminding workers to inspect their vehicles](#)**.

DAILY PRE-TRIP INSPECTION AND MAINTENANCE LOG

Vehicle or Unit : _____

Operator : _____

Engine Oil: Dipstick shows oil level normal range; no warning lights on.		Windshield Washer Fluid: Topped up.		Tires: Visually confirm proper inflation, check for unusual wear.	
Headlights: Confirm hi-beams, low-beams and fog lights work.		Tail lights: Check that taillights work.		Turn Signals: Confirm all 4 work.	
Emergency Signals: Emergency flashers are operational.		Wipers: Blades in good condition; normal function.		Defroster/Heater: Operational.	
Horn: Functional.		Mirrors: Clean, no damage, adjusted for <i>your</i> visibility.		Windshield: No cracks or chips that impair visibility.	
Parking Brake: Confirm operational.		In-cab: Driving area free of clutter; items are secured/stowed.		Brakes: Confirm proper function before entering traffic flow.	
Emergency Equipment: On board.		Documents & Licence: In the vehicle.			

Date	Pre-Trip (✓)	Deficiencies, Items Requiring Repair or Further Inspection	Date Repairs Completed	Initials