

DAILY VEHICLE INSPECTION RECORD				EACH OF THESE ITEMS IS TO BE CHECKED DAILY AND AT TIME OF MONTHLY DISPATCH.
TMP VEHICLE NUMBER		GSA LICENSE NUMBER	DATE	LIST OF ITEMS TO BE CHECKED IS NOT ALL INCLUSIVE; CHECK THOSE ITEMS THAT ARE APPROPRIATE FOR YOUR VEHICLE.
<input type="text"/>		<input type="text"/>	<input type="text"/>	
USING ORGANIZATION		LOCATION (BLDG #)	PHONE #	1. OIL LEVELS (ENGINE, TRANS., POWERS STEERING, BRAKE) 2. COOLANT AND FUEL LEVELS 3. LEAKS (OIL, FUEL, COOLANT, HYDRAULIC, AIR, EXHAUST, ETC). (LOOK UNDER VEHICLE FOR SIGNS OF SPOTS/DROPS FROM LEAKS) 4. CONDITION OF ALL DRIVE BELTS (VISUAL ONLY) 5. TIRES, WHEELS, AND LUG BOLTS FOR TIGHTNESS (WHEELS AND LUGS SHOULD NOT MOVE BY HAND) , PRESSURE AND OBVIOUS VISUAL DAMAGE 6. BATTERY, CLEANLINESS, SECURITY, AND CHARGER 7. CLEANLINESS, DAMAGE, MISSING ITEMS, CORROSION (ALL INTERIOR AND EXTERIOR ITEMS) 8. AIR CLEANER SERVICE INDICATOR (IF PRESENT) 9. BRAKES, CLUTCHES (OPERATION), AIR TANKS (DRAIN), OPERATE PARKING BRAKE. (IF PRESENT) 10. STEERING AND SUSPENSION FOR OPERATION AND DAMAGE (DURING OPERATION) 11. OPERATION OF ALL LIGHTS, RADIO, HORNS, AND MIRRORS 12. WIRING/CIRCUIT BREAKERS (VISUAL ONLY) 13. SPECIAL EQUIPMENT (ALMR RADIO, ACCESSORY LIGHTS, SNOW PLOW, ETC.) (IF PRESENT) 14. TRANSMISSION SHIFTER FOR PROPER OPERATION 15. SAFETY DEVICES (FIRE EXTINGUISHERS, FLARES, WARNING TRIANGLES, ETC.) (IF PRESENT) 16. HEATER/DEFROSTER/AIR CONDITIONER/ WINTERIZATION KIT 17. WINDSHIELD, WIPERS, AND WASHER (CONDITION/ OPERATION) 18. INSTRUMENTS AND GAUGES (DURING OPERATION)
OFFICIAL USER NAME (NOT DRIVER)		GRADE	PHONE #	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
DAY	OPERATOR SIGNATURE	START MILES	END MILES	
1ST				
2ND				
3RD				
4TH				
5TH				
6TH				
7TH				
8TH				
9TH				
10TH				
11TH				
12TH				
13TH				
14TH				
15TH				
16TH				
17TH				
18TH				
19TH				
20TH				
21ST				
22ND				
23RD				
24TH				FORM REVIEWED BY:
25TH				<input type="text"/>
26TH				TITLE/GRADE:
27TH				<input type="text"/>
28TH				SIGNATURE:
29TH				<input type="text"/>
30TH				
31ST				