

Checklist

# Fleet Vehicle Inspection Checklist

A structured pre/post-trip inspection log to keep your fleet safe and compliant.

Vehicle ID: \_\_\_\_\_ Date: \_\_\_\_\_ Milage: \_\_\_\_\_

### Exterior

- Tires — pressure & tread depth
- Lights — headlights, indicators, brake lights
- Mirrors — clean and properly adjusted
- Bodywork — no new damage or dents
- Windscreen — no cracks or chips
- Wipers — blades in good condition
- Fuel / charge level adequate

### Under The Hood

- Engine oil level
- Coolant level
- Brake fluid level

### Interior

- Seat belts functional
- Horn operational
- Dashboard warning lights clear
- Heating / air conditioning works
- First-aid kit present and stocked

### Documentation

- Vehicle registration present
- Insurance documents present
- Last service record available
- Inspection sticker up to date

### Result

- Vehicle passed inspection
- Issues Noted

Driver Signature: \_\_\_\_\_

Manager Sign-Off: \_\_\_\_\_