**Non-Commercial Vehicle Inspection Report**

Autos, Pickups, Vans

The following checklist is intended to assist employees who drive for a living in determining the safety of the vehicle within his/her operation. Any “no” answer should be cause for concern and corrective action. Prior to each out-of-town trip and at least once a week, drivers should complete the following checklist:

Vehicle Identification Date

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Yes** | **No** | **Comments** |
| Adequate rearview mirrors? | **[ ]**  | **[ ]**  |  |
| Safety belts? | **[ ]**  | **[ ]**  |  |
| Windshield wiper blades and fluid? | **[ ]**  | **[ ]**  |  |
| Horn? | **[ ]**  | **[ ]**  |  |
| Correctly adjusted headlights? | **[ ]**  | **[ ]**  |  |
| Brakes with adequate stopping power? | **[ ]**  | **[ ]**  |  |
| Emergency brake? | **[ ]**  | **[ ]**  |  |
| Turn/directional signals? | **[ ]**  | **[ ]**  |  |
| Oil and coolant levels? | **[ ]**  | **[ ]**  |  |
| Brake lights? | **[ ]**  | **[ ]**  |  |
| Taillights? | **[ ]**  | **[ ]**  |  |
| License plate light? | **[ ]**  | **[ ]**  |  |
| Tight muffler system? | **[ ]**  | **[ ]**  |  |
| Properly serviced fire extinguisher? | **[ ]**  | **[ ]**  |  |
| Properly load-rated and inflated tires? | **[ ]**  | **[ ]**  |  |
| Intact windshield, with no cracks? | **[ ]**  | **[ ]**  |  |
| All seating secured to the frame? | **[ ]**  | **[ ]**  |  |
| Insurance ID card and registration? | **[ ]**  | **[ ]**  |  |
| Passengers instructed to wear seatbelts? | **[ ]**  | **[ ]**  |  |
| Driver knowledgeable in safe backing? | **[ ]**  | **[ ]**  |  |
| Accident report kit? | **[ ]**  | **[ ]**  |  |

The described vehicle, subject to State licensing requirements is equipped with the above items in good operating condition; **Yes** **[ ]  No [ ]**

**Employee Signature:**

**Supervisor’s Signature**