

FLEET VEHICLE CHECK LIST

VEHICLE # _____

MILEAGE _____

_____ Headlights (high and low beams)

_____ Windows (operable)

_____ Tail Lights (running/brake/turn)

_____ Doors (secure)

_____ Brakes

_____ Cleanliness (interior/exterior)

_____ Tires (front/rear/spare)

_____ Crankcase Oil

_____ Jack and Equipment

_____ Transmission Fluid

_____ Windshield Wipers

_____ Power Steering/Brake

_____ Windshield Washers

_____ Radiator/Anti-freeze

_____ Defrosters

_____ Dome Light

_____ Seatbelts (in place and operable)

_____ Test Drive

_____ Heater

_____ Body damage

Checked by _____ Date _____ Time _____

Driver or advisor agrees that he/she has read, understands and agrees to abide by the General Travel Policies while using an ONU owned, rented or leased vehicle.

Signature _____

Print Name _____