

# DAILY VEHICLE INSPECTION REPORT

Veh. # \_\_\_\_\_ Mileage \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

## CIRCLE APPROPRIATE CONDITION

<b>Vehicle Appearance</b>	Good	Fair	Bad
<b>Body Damage</b>	None	Some	(If damage, note below)
<b>Lights</b>	OK	Some Out	(Explain in remarks)
<b>Interior Lights</b>	OK	Out	(Explain in remarks)
<b>Tires</b>	OK	Worn	<b>Rims</b> OK Cracked
<b>Leaks</b>	Coolant	Fuel	Oil Hyd. Trans. Power/steering
<b>Oil</b>	OK	Added	(Amount _____ qts. Type _____)
<b>Hyd. Oil</b>	Low	See FLEET	
<b>Coolant</b>	Low	See FLEET	
<b>Transmission</b>	Low	See FLEET	

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's Signature: \_\_\_\_\_ Dept. # \_\_\_\_\_

I have reviewed this form and will report all defects, and, if inspection is due, will notify Fleet Maintenance.

Supervisor's Signature: \_\_\_\_\_