

Non-Commercial Vehicle Pre-Trip Inspection Checklist

Vehicle number / license plate: _____ Week of: _____

Start of the week odometer reading: _____ Next MVI Due: _____

Non-compliance:
 For Compliance:
 Report any to Supervisor

Area	Action	Mon	Tues	Wed	Thrs	Fri	Sat	Sun
Engine Compartment:								
1.Fluids	Check fluid levels and condition of engine oil, engine coolant, power steering fluid, brake fluid, windshield washer fluid							
2.Belts	All drive belts are secure, have good tension with no cracks, frays or missing teeth							
3.Hoses	Hose connections are secure with no kinks, cuts, abrasions, or cracks							
4.Battery	Check for visible corrosion or leaks, terminal connection and battery are securely mounted and fluid levels acceptable							
5.Engine Area	Check for fuel, oil, or coolant leaks							
Interior Inspection:								
1.Seats, Seatbelts	Seats and seatbelts are in good condition and in working order							
2.Mirrors	Mirrors are clean and free of cracks or other damage							
3.Windows / Windshield	Windows are clean and free of cracks, and open and close properly							
4.Documentation	Vehicle license, registration, insurance, MVI up to date							
5.Safety Equipment	Fire extinguishers, first aid kit, traffic cones available as applicable							
Start Engine and Check the Following:								
1.Instrument Panel	All gauges and warning lights are working properly							
2.Windshield Wipers / Washer Fluid	Wipers and washers work properly							
3.Heater / Defroster	Heater and defroster work properly							
4.Interior Lights	Working properly							
5.Four-way Flashers	Both indicators on dashboard work properly							
6.Horn	Works properly							
7.Engine Noises	No unusual sounds							
8. Underneath Vehicle	Check for leaks while engine is running							
Exterior Inspection:								
1.Lights	Works properly; lenses are clean and not cracked, lenses are correct colour							
2.Lights	Right & left turn signals, low and high beams, license plate. Check reverse lights & brake lights only if assistance is available							
3.Mirrors	Securely attached and properly adjusted							
4.Doors	Securely open and close							
5.Exhaust System	In good condition, with no leaks, muffler is securely fastened							
6.Fuel Cap	In place and secure							
7.Body	No body damage							
8.Tires & Wheels	Properly inflated with no signs of bulging, sidewall separation cuts to cord, exposed or frayed belts; adequate tread depth; no wheel damage; wheel lugs are secure, not missing, broken or loose							
9.License Plate	License plate and decal visible							
10.Rear Cargo Area / Trunk	Cargo access door or trunk opens and closes securely, cargo and equipment properly secured							
11.Brake Test	<ul style="list-style-type: none"> • Depress the brake pedal • Shift transmission into drive • Gently tug against the parking brake • The brake should hold the vehicle • Release the parking brake • Move the vehicle ahead and apply the foot brake to check brake response 							

Name of Employee : _____

Supervisor : _____

Date : _____

Date : _____