Pre-Trip Inspection and Maintenance Log

Vehicle Year & Type: _____ Operator: _____

Engine Oil – Dipstick shows oil level normal range; no warning lights on.	Windshield Washer Fluid – topped up and wipers are in good condition.	Tires – Visually confirm proper inflation, check for unusual wear.
Wipers – blades in good condition; normal function.	Windshield Damage – No cracks or chips that impair visibility.	Rear/Side Vision Mirrors - Clean, no damage, adjusted for your visibility.
Emergency Signals – emergency flasher is operational.	Brakes – Confirm proper function before entering traffic flow.	Headlights - Confirm hi-beams, low-beams and fog lights work.
In-cab - Driving area free of clutter; items are secured / stowed.	Documents & License – in the vehicle.	Check engine light is not on
Defroster / Heater – operational.	Horn – functional.	Tail lights - Check that tail lights work
Parking Brake – Confirm operational.	Turn Signals – Confirm all 4 work.	Emergency Equipment – on board.

Date	Pre-Trip (✓)	Deficiencies, Items Requiring Repair or Further Inspection	Date Repairs Completed	Initials

Form to be submitted monthly to your principal