**Daily Vehicle Checklist Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Complete each items by initialing in box* | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat/Sun** |
| Engine Oil and Coolant Levels |  |  |  |  |  |  |
| Windshield & Mirrors |  |  |  |  |  |  |
| Doors and Windows |  |  |  |  |  |  |
| Emergency Brake |  |  |  |  |  |  |
| Tires – wear and pressure (spare) |  |  |  |  |  |  |
| Inspection and License Plate Stickers |  |  |  |  |  |  |
| Check Ground under Vehicle for Fluid Leaks |  |  |  |  |  |  |
| Emergency Equipment |  |  |  |  |  |  |
| First aid kit |  |  |  |  |  |  |
| Fire extinguisher |  |  |  |  |  |  |
| Warning reflectors and flares |  |  |  |  |  |  |
| Flashlight |  |  |  |  |  |  |
| Jack, lug-wrench and spare tire |  |  |  |  |  |  |
| Communication device |  |  |  |  |  |  |
| Documentation |  |  |  |  |  |  |
| Insurance card |  |  |  |  |  |  |
| Registration |  |  |  |  |  |  |
| Check for Cleanliness & Damages [interior and exterior] |  |  |  |  |  |  |
| Fuel Level, Gauges, and Dash Warning Lights |  |  |  |  |  |  |
| Windshield Wipers |  |  |  |  |  |  |
| Horn |  |  |  |  |  |  |
| Head Lights, Tail Lights, Turn Signals, Flashers, Warning Lights |  |  |  |  |  |  |
| Defrosters, Heaters and Air Conditioner [when applicable] |  |  |  |  |  |  |
| Seat Belts |  |  |  |  |  |  |
| **Notes:** |  |  |  |  |  |  |

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