**Vehicles transporting passengers: Sample** **daily vehicle inspection**

|  |  |
| --- | --- |
| Assigned Driver:       | Department:       |
| Vehicle Year/Make/Model:       | Vehicle Number:       |
| License/Tag Number:       | Mileage:       |
| **Fluid Levels** |  **Status** | **Comments** |
|  | **Ok** | **Low** | **Corrected** |  |
| Fuel level | [ ]  | [ ]  | **[ ]**  |
| Brake fluid level | [ ]  | [ ]  | **[ ]**  |
| Engine oil level | [ ]  | [ ]  | **[ ]**  |
| Engine coolant level | [ ]  | [ ]  | **[ ]**  |
| Power steering fluid level | [ ]  | [ ]  | **[ ]**  |
| Transmission fluid level | [ ]  | [ ]  | **[ ]**  |
| Washer fluid level | [ ]  | [ ]  | **[ ]**  |
| **Vehicle Components** |  **Status** | **Comments** |
|  | **Ok** | **Issue** | **Corrected** | *Important: Report vehicle damage immediately or you may be held responsible for it.*       |
| **Engine/transmission/brakes** |
| * Engine – belts/hoses
 | [ ]  | [ ]  | [ ]  |
| * Transmission
 | [ ]  | [ ]  | [ ]  |
| * Brakes
 | [ ]  | [ ]  | [ ]  |
| * Parking brake
 | [ ]  | [ ]  | [ ]  |
| * Steering
 | [ ]  | [ ]  | [ ]  |
| * Back-up cameras and alarms
 | [ ]  | [ ]  | [ ]  |
| **Exterior** |
| * Auto body condition
 | [ ]  | [ ]  | [ ]  |
| * Windshield condition
 | [ ]  | [ ]  | [ ]  |
| * Wipers
 | [ ]  | [ ]  | [ ]  |
| * Mirrors – Rear and side view
 | [ ]  | [ ]  | [ ]  |
| * Tires and tread depth
 | [ ]  | [ ]  | [ ]  |
| **Lights** |
| * Headlights and high beams
 | [ ]  | [ ]  | [ ]  |
| * Fog lights
 | [ ]  | [ ]  | [ ]  |
| * Taillights and brake lights
 | [ ]  | [ ]  | [ ]  |
| * Turn signals
 | [ ]  | [ ]  | [ ]  |
| * Emergency flashers
 | [ ]  | [ ]  | [ ]  |
| **Interior** |
| * Horn
 | [ ]  | [ ]  | [ ]  |
| * Interior lights
 | [ ]  | [ ]  | [ ]  |
| * Heating/cooling system
 | [ ]  | [ ]  | [ ]  |
| * Seat belts/restraints
 | [ ]  | [ ]  | [ ]  |
| * Interior cond./cleanliness
 | [ ]  | [ ]  | [ ]  |
| * Radio/communications
 | [ ]  | [ ]  | [ ]  |
| * GPS/routing
 | [ ]  | [ ]  | [ ]  |
| * Ice scraper/snow brush
 | [ ]  | [ ]  | [ ]  |
| * Flashlight
 | [ ]  | [ ]  | [ ]  |

|  |  |  |
| --- | --- | --- |
| **Emergency equipment** |  **Status** | **Comments** |
|  | **Ok** | **Issue** | **Corrected** |  |
| Personal protective equipment: gloves masks, sanitizers | [ ]  | [ ]  | **[ ]**  |
| First aid kit and related supplies | [ ]  | [ ]  | **[ ]**  |
| Fire extinguisher  | [ ]  | [ ]  | **[ ]**  |
| Emergency triangles | [ ]  | [ ]  | **[ ]**  |
| Emergency safety belt cutter  | [ ]  | [ ]  | **[ ]**  |
| Emergency exit window insp. | [ ]  | [ ]  | **[ ]**  |
| Orange cones | [ ]  | [ ]  | **[ ]**  |
| Individual care plans accessible | [ ]  | [ ]  | **[ ]**  |
| Accident/breakdown procedures and contacts | [ ]  | [ ]  | **[ ]**  |
| Insurance and registration card | [ ]  | [ ]  | **[ ]**  |
| **Loading and securement** |  **Status** | **Comments** |
|  | **Ok** | **Issue** | **Corrected** |  |
| Portable step (if needed) | [ ]  | [ ]  | [ ]  |
| Ramp condition/operation | [ ]  | [ ]  | [ ]  |
| Lift – cycle tested | [ ]  | [ ]  | [ ]  |
| Lift – safety gate locks | [ ]  | [ ]  | [ ]  |
| Lift – warning alarm audible | [ ]  | [ ]  | [ ]  |
| Lift – emergency lift handle | [ ]  | [ ]  | [ ]  |
| Adequate # of wheelchair securement devices | [ ]  | [ ]  | [ ]  |
| Condition of securement devices | [ ]  | [ ]  | [ ]  |
| Adequate # of wheelchair passenger restraints | [ ]  | [ ]  | [ ]  |
| Condition of passenger restraints | [ ]  | [ ]  | [ ]  |
| Floor tracks clear/ good condition | [ ]  | [ ]  | [ ]  |
| **Driver Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Repair assessment****[ ]  Repairs made and vehicle is safe to operate** **[ ]  Repairs needed, vehicle is safe to operate** **[ ]  Repairs needed, vehicle is not safe to operate**   | **Manager/technician:** **Date:**  |
| **Repair Comments:**  |  |