



5 TIPS FOR PRE-TRIP VEHICLE INSPECTIONS

Whether your employees drive their own vehicles or company vehicles for work, a small problem can turn into a big problem on the road. Vehicle safety inspections should be a regular part of their pre-trip routine. These tips can help. Additionally, feel free to use the template on the next page as a starting point for creating your own customized vehicle inspection checklist.

1. STICK TO A SCHEDULE

Inspect the vehicle weekly and especially before starting any trip. Use a checklist to document things that need to be replaced or repaired.

2. CHECK FLUIDS

Check oil, coolant, power steering, and windshield washer fluids. Top them off if they are not filled to safe levels.

3. ADJUST LIGHTS AND MIRRORS

Make sure high- and low-beam headlights, turn signals, taillights, brake lights, and license plate lights are all working. Clean and adjust the rearview and sideview mirrors. If the vehicle has a backup camera, make sure the lens is clean.

4. TEST BRAKES AND TIRES

Check the vehicle's tires for the safe tread depth and air pressure and that the emergency brake is working.

5. TRAIN FOR SAFETY

Train employees how to do inspections, report vehicle safety issues, and what to do if they are involved in an accident. Train them to use and check the safety features of the vehicles, including seat belts and crash avoidance systems.

VEHICLE INSPECTION CHECKLIST

FLUID CHECK:	ANY DEFECTS:	COMMENTS/SOLUTIONS
<input type="checkbox"/> OIL	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> COOLANT	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> POWER STEERING	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> WINDSHIELD WASHER FLUIDS	<input type="checkbox"/> YES <input type="checkbox"/> NO	
BRAKES AND TIRES CHECK		
<input type="checkbox"/> TIRE TREAD DEPTH	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> TIRE AIR PRESSURE	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> EMERGENCY BRAKE	<input type="checkbox"/> YES <input type="checkbox"/> NO	
LIGHTS AND MIRRORS CHECK:		
<input type="checkbox"/> HIGH BEAM HEADLIGHTS	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> LOW BEAM HEADLIGHTS	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> TURN SIGNALS	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> TAILLIGHTS	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> BRAKE LIGHTS	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> LICENSE PLATE LIGHTS	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> CLEAN/ADJUST REARVIEW AND SIDEVIEW MIRRORS	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> CLEAN/ADJUST BACKUP CAMERA	<input type="checkbox"/> YES <input type="checkbox"/> NO	

