**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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