**DAILY**

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| **WALK AROUND INSPECTION (SET PARKING BRAKE):** | **PASS** | **FAIL** | **PROBLEM/ACTION** |
| 1. | Observe under vehicle for any obstructions or leaks |[ ] [ ]   |
| 2. | Dents, scratches or other damage visible |[ ] [ ]   |
| 3. | Muffler condition and securement |[ ] [ ]   |
| 4. | Wheels – bent, loose, or missing lug nuts, etc. |[ ] [ ]   |
| 5. | Doors – driver and entrance  |[ ] [ ]   |
| 6. | Adjust mirrors (ability to view rear tires as well as traffic) |[ ] [ ]   |
| 7. | Check tire pressure |[ ] [ ]   |
| 8. | Check tire treads |[ ] [ ]   |
| 9. | Lights – Head/Turn Signals/Tail/Brake/Hazard/Reverse |[ ] [ ]   |
| 10 | Check interior lights and exterior reflectors |[ ] [ ]   |
| 11. | Windshield (Condition & cleanliness) – Interior & Exterior |[ ] [ ]   |
| **START ENGINE:** | **PASS** | **FAIL** | **PROBLEM/ACTION** |
| 12. | Gauges working  |[ ] [ ]   |
| 13. | Windshield wipers and blades |[ ] [ ]   |
| 14. | Defroster Working |[ ] [ ]   |
| 15. | Heater Working |[ ] [ ]   |
| 16. | Air Conditioner Working |[ ] [ ]   |
| 17. | Wheelchair Lift Operable, Tie Downs-Condition & Secure |[ ] [ ]   |
| 18. | Back Up Beeper Working |[ ] [ ]   |
| **INTERIOR:** | **PASS** | **FAIL** | **PROBLEM/ACTION** |
| 19. | Fire Extinguisher – correctly charged, dated & secured |[ ] [ ]   |
| 20. | Horn Working |[ ] [ ]   |
| 21. | Emergency Brake |[ ] [ ]   |
| 22. | Steering Wheel (no more than 2” of play in a 20” Wheel)  |[ ] [ ]   |
| 23. | First Aid Kit on Board |[ ] [ ]   |
| 24. | Seats & Handrails, condition & secure  |[ ] [ ]   |
| 25. | Seat Belts Functioning Properly |[ ] [ ]   |
| 26. | Exit Windows, roof hatch functioning |[ ] [ ]   |
| 27. | Current Insurance I.D. |[ ] [ ]   |
| 28. | Current registration & safety inspection sticker |[ ] [ ]   |
| 29. | Vehicle free of loose objects |[ ] [ ]   |
| 30. | Overall cleanliness of vehicle |[ ] [ ]   |

LICENSE PLATE #: NAME: \_\_\_\_\_ SIGNED: DATE: \_\_\_/\_\_\_/\_\_\_\_

**QUARTERLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUARTERLY INSPECTION/REPORTING** | **PASS** | **FAIL** | **PROBLEM/ACTION** |
| 1. | Check/fill with correct motor oil |[ ] [ ]   |
| 2. | Check transmission fluid level |[ ] [ ]   |
| 3. | Check radiator overflow container level |[ ] [ ]   |
| 4. | Check brake fluid |[ ] [ ]   |
| 5. | Check steering fluid |[ ] [ ]   |
| 6. | Check windshield washer fluid |[ ] [ ]   |
| 7. | Check battery and connections |[ ] [ ]   |
| 8. | Check the visible drive belts, wires and hoses  |[ ] [ ]   |