**DAILY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  |  |