Pre-trip Inspection form

Vehicle ID: ____________________

Date: ________________ Odometer ________________

Time: ________________ Hour Meter ________________

DO NOT include tenths

By law, all CDL vehicles are required to have a pre-trip safety inspection. An effective inspection exposes safety concerns and potential maintenance issues. Repairs can be addressed before they become costly, major repairs. Supervisor and Service Garage should be notified immediately of any safety concerns.

Vehicle Overview

As you approach the vehicle, notice its general condition. Look for fresh oil, coolant, grease or fuel leaks.

Inspection

DAILY: CDL=Entire checklist, WEEKLY: Non-CDL (>10,000 GVW or equipped with liftgate), Bold only

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Check brake lights
Emergency Flashers
Turn Signals
Head Lights
Check all mirrors
Check windshield condition
Check for wheel chocks
Steering wheel looseness, damage
Wiper blades and washer operation
Horn operation
Heater / Defroster operation
Parking brake operation
Seat Belt operation
Check all external lights and reflectors
Check tire rims for damage
Check tires
Check cargo area for loose material
Check lift gate (up/down, stow completely)
Check Coupling System (5th wheel, hitch)
Check windshield fluid
Check all belts for tightness and wear
Check oil level
Check coolant
Check power steering fluid
Verify fire extinguisher on truck

Pass | Fail | N/A |
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Verify three red reflective triangles
Check steering linkage
Check suspension (leaf and coil springs)
Check u-bolts and hangers
Check frame for cracks
Check brake chambers
Check brake hoses
Check brake drums
Air brake check
Check oil pressure gage
Check lug nuts for tightness
Check axle seals for leaks
Check for debris between dual tires
Check condition of mud flaps
Check all hoses for leaks
Check to ensure compartment doors secure
Check battery box and connections
Check fuel tanks (caps secured)
Check exhaust system
Check fuel gage
Check dumpbed operation, up - down
Check dumpbed pivot points, and end gate
Make sure tanks are not below 1/4 tank
Check operation of boom
Check voltmeter

Safety Concerns/Issues:
____________________________________________________
____________________________________________________
____________________________________________________

Remarks/Comments:
____________________________________________________
____________________________________________________
____________________________________________________

*Seat belt use is required
*Cell phone use is prohibited while operating University vehicles
*Use of wheel chocks required

Inspection paperwork should remain in the vehicle until end of shift when it is delivered to the supervisor for forwarding to the Service Garage

Operator Signature: ____________________

Supervisor Signature: ____________________

Revised 2/2016