**Pre-trip Inspection form**

**Beginning**

**Vehicle ID:**

**Ending**

**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**

**Pass Fail N/A**

(check one)

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

**Pass Fail N/A**

(check one)

**Check brake lights**

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

**Emergency Flashers**

**Turn Signals**

**Check all mirrors**

**Check windshield condition**

**Steering wheel loosness, damage**

**Wiper blades and washer operation**

**Heater / Defroster operation**

**Parking brake operation**

**Check all external lights and reflectors**

**Check tire rims for damage**

**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

**Safety Concerns/Issues:**

**Remarks/Comments:**

\*Seat belt use is required

\*Cell phone use is prohibited while operating University vehicles

\*Use of wheel chocks required

**Operator Signature:**

**Supervisor Signature:**

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

**forwarding to the Service Garage**

Revised 2/2016

**Check tires**

**Seat Belt operation**

**Horn operation**

**Check for wheel chocks**

**Head Lights**