## Sample Daily Pre-Trip Inspection and Mileage Log

*Motor-vehicle incidents (MVIs) are a leading cause of workplace deaths. The purpose of this document is to provide guidance when developing a pre-trip inspection checklist for workers who drive for work purposes. Although this sample document is primarily designed for workplaces that use company-owned or personal passenger cars and / or light-duty trucks for business purposes, it can be adapted for commercial fleets that operate other vehicle types.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driver and Trip Information** | | | | |
| **Driver Name** |  | | **BCDL#** |  |
| **Have written working-alone procedures been followed? Yes No** | | **Trip plan completed? Yes No** | | |

|  |  |
| --- | --- |
| **Review of Previous Pre-trip Inspection and Daily Log** | |
| ***Applicable if vehicle was previously used by other driver.*** *Ensure outstanding deficiencies noted in the previous inspection have been repaired.* | **Comments** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vehicle Information** | | | | | |
| **Date(s) of Use: *From to o*** | | | | | |
| **This vehicle is a (circle one): Company-Owned Personal Rental** | | | | | |
| **License plate #** |  | **Odometer Start** | kms | **Odometer Finish** | kms |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vehicle Interior — Condition and Configuration** | | | | | | | |
| **Item** | **Action** | **Satisfactory** | **Substandard** | | **N/A** | **Comments** | |
| **Driver’s seat** | Adjust seat distance and rake to improve driving position. |  |  | |  |  | |
| **Head restraints** | > 2” inches from head; top of restraint in line with top of head |  |  | |  |  | |
| **Safety belts\*** | Examine for wear |  |  | |  |  | |
| **Instrument panel warning symbols\*** | Check for red or orange/ yellow symbols |  |  | |  |  | |
| **Brakes\*** | Test for soft or hard pedal feel. Test action of emergency brake. |  |  | |  |  | |
| **Automatic transmission\*** | Check action of gears; listen for unusual sounds. |  |  | |  |  | |
| **Steering\*** | Adjust for driving position. Test for excessive “play” |  |  | |  |  | |
| **Interior windows** | Ensure windows are smudge and moisture free |  |  | |  |  | |
| **Horn** | Test, where appropriate |  |  | |  |  | |
| **Reversing alarm** | Test, if available |  |  | |  |  | |
| **HVAC** | Test heating, cooling, fan |  |  | |  |  | |
| **Load restraint** | Ensure items securely stored or strapped down |  |  | |  |  | |
| **GPS** | Pre-programmed before commencing trip |  |  | |  |  | |
| **Smartphone** | Safely secured; charging cable available |  |  | |  |  | |
| **Spare tire** | Inflated, or tire inflation canister available |  |  | |  |  | |
| **Vehicle jack** | Available, good working order |  |  | |  |  | |
| **Fuel** | Sufficient, plus reserve |  |  | |  |  | |
| **Cleanliness** | No loose items or floor mats |  |  | |  |  | |
| **Vehicle Interior — Aftermarket Safety Equipment** | | | | | | | |
| **Fire extinguisher** | Charged; expiry checked |  |  |  | |  | |
| **First aid kit** | Available, adequate supplies |  |  |  | |  | |
| **Written safe work procedures** | Available; understood |  |  | |  |  | |
| **Safety triangles, spare washer fluid, emergency blanket** | Available, adequate supplies |  |  | |  |  | |
| **Vehicle Exterior, Engine and Exhaust** | | | | | | | |
| **Item** | **Action** | **Satisfactory** | **Substandard** | | **N/A** | **Comments** | |
| **Vehicle / location** | Conduct circle check |  |  | |  |  | |
| **Headlights\*** | Test high beam / low beam |  |  | |  |  | |
| **Brake lights\*** | Test |  |  | |  |  | |
| **Tail Lights** | Test |  |  | |  |  | |
| **Emergency lights** | Test |  |  | |  |  | |
| **Windows** | Clean |  |  | |  |  | |
| **Wiper Blades** | Good condition |  |  | |  |  | |
| **Washer fluid** | Test |  |  | |  |  | |
| **Tires** | Check inflation weekly |  |  | |  |  | |
| **Side Mirrors** | Clean; correctly adjusted |  |  | |  |  | |
| **External load** | Safely secured |  |  | |  |  | |
| **Leaks** | Check under vehicle |  |  | |  |  | |
| **Engine operation\*** | No unusual engine noise |  |  | |  |  | |
| **Exhaust\*** | Tailpipe free of debris; no smell of exhaust inside vehicle |  |  | |  |  | |
| **\*Seek repairs before driving if deficiencies are noted** | | | | | | | |
| **Other vehicle deficiencies / issues** | | | | | | **Actions / required repairs** | |
| **Comments** | | | | | | | |
| **Driver signature** | | | | | | | **Date** |

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