**VEHICLE AND EQUIPMENT CHECKLIST FOR CLASS B DRIVERS**

**WEEK OF MONDAY,**

**Department:**

**Mileage:**

**Vehicle Type: Vehicle #:**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Date Removed From**

**Service:**

**Vehicle Operator Signatures:**

Mon. Tues. Wed. Thurs.

Fri.

**Date Repaired:**

**Comments:**

**DO NOT OPERATE AN UNSAFE VEHICLE — REPORT DEFECTS PROMPTLY TO YOUR IMMEDIATE SUPERVISOR OR THE FLEET MANAGER**

**OK**

**FAULTY**

**OK**

**FAULTY**

**OK**

**FAULTY**

**OK**

**FAULTY**

**OK**

**FAULTY**

Leaks, General

Walk around & inspect

Lights, Signals

Check daily - must function

Tire Pressure

Check daily; inspect for cuts/wear

Wheel Lugs

Loose, broken, missing

Batteries

Make sure water covers plates

Radiator

Make sure water covers core

Belts, Hoses

Frayed, torn, leaking

Engine Oil

Check dip stick

Weekly

Engine Warm-up

1-3 minutes warm-up

Transmission Oil

Check dip stick

Weekly

Fuel

Make sure tank is full

Windshield

Cracks, abrasions

Windshield Wipers

Motor, arms, blades, controls

Brakes

Test before leaving yard

Clutch

Check operation/free play

Horn

Test before leaving yard

Doors

Locks, glass, mirrors

Vehicle Interior

Loose objects, seats, holes, defroster

Gauges, Instruments

Must function

Steering

Jerks, pulls, free travel, etc.

Unusual Noises

Report any heard

Vehicle Documents

Registration, insurance, accident report forms

Fire Extinguisher

Secure-have refilled after use

First Aid Kit

Secure-fully stocked

Air Tanks

Drain daily-check for air leaks

Mud Flaps

Loose/torn/ missing

Road Hazard Signals

Secure-three in cab