

Fleet Vehicle Pre-Departure Inspection Sheet

Vehicle & Driver Information

Driver Name:

Date:

Vehicle ID / Plate:

Odometer:

Destination:

Inspection Checklist

Item	OK	Needs Attention	N/A
Brakes			
Lights (Head, Tail, Brake, Signal)			
Tires (Condition, Pressure)			
Windshield/Wipers			
Mirrors			
Fluids (Oil, Coolant, etc.)			
Horn			
Seat Belts			
Emergency Equipment (Spare, Jack, First Aid, etc.)			
Body/Exterior Damage			
Other			

Remarks

Driver Signature

Supervisor Verification

Supervisor Verification