Town of Stettler

Weekly Vehicle Inspection Report

Date: _____ **Time:**_____ **Odometer Reading:**_____

Employee: _____ **Supervisor:**_____

Interior:	Yes	No
Is the vehicles interior free of debris?	☐	☐
Is the interior free of visible damage?	☐	☐
Are all seat belts working properly?	☐	☐
Do door handles and locks work properly?	☐	☐
Does the alarm work?	☐	☐
Is the heating and air conditioning working?	☐	☐
Is a first aid kit available?	☐	☐
Is the vehicle registration easily accessible?	☐	☐
Is the vehicle insurance information accessible?	☐	☐
Is the owner's manual available?	☐	☐
Is a spare tire available and inflated?	☐	☐
Is there a jack system available?	☐	☐
Are the interior lights working?	☐	☐
Is the horn working?	☐	☐
Are the proper mirrors available? (rearview, side)	☐	☐
Is the parking brake working?	☐	☐
Do the turn signals work?	☐	☐
Is the sun visor operable?	☐	☐
Is the fuel tank at least ½ full?	☐	☐

Exterior:		
Is the vehicle clean in appearance?	☐	☐
Is the vehicle exterior free of visible damage?	☐	☐
Do all four tires look to be properly inflated?	☐	☐
Are there any signs of fluid leakage underneath the vehicle?	☐	☐
Are the wiper blades adequate?	☐	☐
Is the windshield clear from chips and cracks?	☐	☐
Are the headlights working?	☐	☐
Are the taillights working?	☐	☐
Are the brake lights working?	☐	☐
Are the back-up lights working?	☐	☐
Are the windshield wipers working properly?	☐	☐

Under-the-hood:		
Is the engine oil within range?	☐	☐
Is the windshield wiper fluid within range?	☐	☐
Is the transmission fluid within range and a reddish colour?	☐	☐
Is the brake fluid within proper levels?	☐	☐
Is the coolant within proper levels?	☐	☐
Do all belts appear in good condition?	☐	☐

Post-trip:		
Did the vehicle operate correctly?	☐	☐
Was the vehicle free of warning lights coming on during operation?	☐	☐
Vehicle condition is satisfactory?	☐	☐

Additional Comments: _____

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