



## Vehicle Safety Inspection Checklist

Prior to trip departure the driver should conduct a pre-trip vehicle inspection to assure the vehicle is in a “ready” state. Substandard conditions should be corrected prior to departure. It is suggested that the vehicle be post-trip inspected upon returning.

Simply circle either satisfactory or unsatisfactory for each item then describe any unsatisfactory conditions below. Sign and turn a form into your supervisor before and after a trip.

ITEM	STATUS
1. Engine Oil Level	1. SAT   UNSAT
2. Brake Operation	2. SAT   UNSAT
3. Windshield Wiper Blades	3. SAT   UNSAT
4. Head Lights/Driving Lights	4. SAT   UNSAT
5. Parking Brake Operation	5. SAT   UNSAT
6. Fan Belts	6. SAT   UNSAT
7. Mirrors: Side, Rear-view	7. SAT   UNSAT
8. Transmission Fluid Level	8. SAT   UNSAT
9. Brake Lights/Turn Signals	9. SAT   UNSAT
10. Brake Fluid Level	10. SAT   UNSAT
11. Tail Lights/Reverse Lights	11. SAT   UNSAT
12. Power Steering Fluid Level	12. SAT   UNSAT
13. Tire Wear/Inflation	13. SAT   UNSAT
14. Tire Balance/Alignment	14. SAT   UNSAT
15. Spare Tire (condition)	15. SAT   UNSAT
16. Horn	16. SAT   UNSAT
17. Anti-freeze Level	17. SAT   UNSAT
18. Heater and AC functioning	18. SAT   UNSAT
19. State Inspection Sticker	19. SAT   UNSAT
20. Emergency Kit	20. SAT   UNSAT
21. Fire Extinguisher	21. SAT   UNSAT
22. other	22. SAT   UNSAT

Describe Condition(s):

Driver signature:

Date:

The information contained in this publication has been developed from sources believed to be reliable. It should not, however, be construed or relied upon as legal advice and Utica National accepts no legal responsibility for its correctness or for its application to specific factual situations.



Utica National Insurance Group • Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413 • [www.uticanational.com](http://www.uticanational.com)