



# Inspection of Automobiles, Vans, and Light Trucks

All vehicles should be routinely inspected before the start of each workday. For vehicles operated daily by the same driver, some items may only need to be checked weekly, such as oil level and tire air pressure (using a tire gauge). The following is a suggested procedure to inspect a vehicle in a systematic manner. The “See Remarks” box should be checked, for those items needing attention, and details added in the “Remarks” section or on the back of this form. Necessary repairs should be made before the vehicle is used.

	OK	See Remarks
General condition of vehicle; no visible leaks under vehicle; vehicle is sitting evenly.	<input type="checkbox"/>	<input type="checkbox"/>
Engine compartment – check oil level, coolant level, windshield washing fluid, belts, hoses, automatic transmission fluid, etc., as directed by your company policy.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Apply emergency/parking brake, start engine, and check:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Gauges okay and no warning lights on dashboard.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Pump brake pedal a few times and hold – no fade after initial drop.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>No excessive steering wheel play.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Turn signal indicators and brake lights.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Horn, windshield wipers, heater, defroster, seat belts, and mirrors.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shut off engine and check:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Left front tire, wheel, and lug nuts (where visible).</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Head lights (low and high beam), parking lights, and emergency four- way flashers.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Right front tire, wheel, and lug nuts (where visible).</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>



- Right rear tire, wheel, and lug nuts (where visible).
- Rear lights including emergency four-way flashers.
- License plate light and securement.
- Cargo securement systems.
- Left rear tire, wheel, and lug nuts (where visible).

REMARKS (use back of form, if necessary):

Driver's Name (print) \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**For more information, contact your local AIG representative.**



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