SurveyNinja

Vehicle inspection checklist

14 questions. About 3 min to answer.

Driver and vehicle

1. Driver's name Required

2. License plate Required

3. Odometer reading Required

Miles or kilometers, as shown on the dashboard.

The checks

4. Do the headlights, brake lights, turn signals and horn work? Required

Choose one answer.

- ○ Yes
- ○ No

5. Do the brakes work properly, including the parking brake? Required

Choose one answer.

- ○ Yes
- ○ No

6. Are the tires in good condition? Required

Correct pressure, enough tread, no cuts or bulges. Check the spare too. Choose one answer.

- ○ Yes
- ○ No

7. Are the mirrors, windshield and wipers in good condition? Required

Mirrors intact and adjusted, no cracks that block the view, wipers and washer working. Choose one answer.

- ○ Yes
- ○ No

8. Are the fluid levels OK, with no leaks? Required

Engine oil, coolant, brake fluid and washer fluid. Look under the vehicle for drips. Choose one answer.

- ○ Yes
- ○ No

9. Do all seat belts work? Required

They buckle, release and lock when pulled sharply. Choose one answer.

- ○ Yes
- ○ No

10. Is the safety equipment on board? Required

Fire extinguisher, first-aid kit and warning triangles. Choose one answer.

- ○ Yes
- ○ No

Damage and problems

11. Did you find any damage or problem, including any item marked No? Required

Choose one answer.

- ○ Yes
- ○ No

12. Describe the damage or problem Required

What and where, for example: scratch on the rear left door, right brake light out.

_____

_____

_____

13. Photo of the damage

Optional. A photo helps the fleet manager decide what to do.

File upload: _____

Fit to drive

14. Is the vehicle safe to drive? Required

If not, don't drive it and tell your supervisor right away. Choose one answer.

- ○ Yes
- ○ No

Run it online for free

Copy this template to SurveyNinja, send the link and the answers go into a ready report with charts.

surveyninja.io/templates/vehicle-inspection-checklist

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