## **Employee Vehicle Inspection Checklist**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Inspector Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Vehicle ID/License Plate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **A. Exterior Condition**

| **Item** | **Condition (Good/Fair/Poor)** | **Comments** |
| --- | --- | --- |
| Tires (Pressure & Tread) |  |  |
| Lights & Indicators |  |  |
| Windows & Mirrors |  |  |
| Body Condition |  |  |

### **B. Interior Condition**

| **Item** | **Condition (Good/Fair/Poor)** | **Comments** |
| --- | --- | --- |
| Seats & Seatbelts |  |  |
| Dashboard Indicators |  |  |
| AC/Climate Controls |  |  |

### **C. Mechanical & Safety**

| **Item** | **Pass/Fail** | **Comments** |
| --- | --- | --- |
| Brakes |  |  |
| Steering & Controls |  |  |
| Horn & Wipers |  |  |

**Inspector's Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_