# VEHICLE PRE-TRIP INSPECTION

## 01 / Vehicle details and checks

**Frequency: by the driver before the first trip of each shift; also the end-of-day report for commercial motor vehicles**
**Applies to: cars, pickups, vans and trucks, with or without a trailer, on public roads and on site (not forklifts or heavy equipment)**
**Revision: 2.0**

Park on level ground, engine off, parking brake on, and walk around; then start the engine for the cab checks. Mark parts the vehicle does not have N/A. Commercial motor vehicle (GVWR or GCWR 10,001 lb / 4,536 kg or more on the door label, or placarded load): list every defect in section 02 and sign; the carrier signs the repair before the next trip.

| Site / location | Date | Time / shift | Driver |
|---|---|---|---|
| | | | |
| **Unit # / plate** | **Make / model / year** | **Odometer (km / mi)** | **Inspection (Pre-trip / End of day)** |
| | | | |
| **GVWR / GCWR (door label)** | **Commercial motor vehicle (Yes / No)** | **Trailer # (if towing)** | **Driver licence class** |
| | | | |

**C = critical: Fail means do not drive, tag the keys "Do not drive", tell the supervisor.**

| | Check (observable condition) | Pass | Fail | N/A |
|---|---|---|---|---|
| | **Paperwork** | | | |
| C | 1. Last report read; its defects repaired or signed "repair not needed" | ☐ | ☐ | ☐ |
| | 2. Registration, insurance and any permits in the vehicle and not expired<br>No public-road driving until replaced. | ☐ | ☐ | ☐ |
| C | 3. Driver licence valid for this vehicle class and any trailer<br>Supervisor assigns a licensed driver. | ☐ | ☐ | ☐ |
| | **Walk-around (engine off)** | | | |
| C | 4. Tires: no cord or belt showing, no bulge or tread separation, not flat, no hiss | ☐ | ☐ | ☐ |
| C | 5. Tread at least 4/32 in (3.2 mm) on front tires and 2/32 in (1.6 mm) on the rest | ☐ | ☐ | ☐ |
| | 6. Tires evenly inflated; pressure matches the tire label (gauge if in doubt)<br>Inflate to label pressure before driving. | ☐ | ☐ | ☐ |
| C | 7. Wheels and rims: no cracks or bends; no missing, loose or rust-streaked wheel nuts | ☐ | ☐ | ☐ |
| C | 8. Windshield: no crack or chip in the driver's view | ☐ | ☐ | ☐ |
| | 9. Other glass: no cracks or breaks<br>Report; replace (required on site vehicles). | ☐ | ☐ | ☐ |
| | 10. Body, doors and hood: doors latch, hood latched, no loose or sharp panels<br>Report; repair before the next trip. | ☐ | ☐ | ☐ |
| | 11. Reflectors and reflective tape present and clean<br>Clean or replace; report. | ☐ | ☐ | ☐ |
| C | 12. No fuel, oil, coolant or brake fluid leaking; no fresh puddle under the vehicle | ☐ | ☐ | ☐ |
| | 13. Engine oil between the dipstick marks (engine off, level ground)<br>Top up; report. | ☐ | ☐ | ☐ |
| | 14. Coolant in range on the overflow tank (check cold only)<br>Top up; report. | ☐ | ☐ | ☐ |
| | 15. Brake, power-steering and washer fluids at the marks (where visible)<br>Top up washer; low brake fluid: mechanic checks first. | ☐ | ☐ | ☐ |
| | 16. Belts and hoses (hood open): no cracks, fraying, bulges or loose clamps<br>Report; mechanic decides before the trip. | ☐ | ☐ | ☐ |



Try Make Safety Easy for your team's safety forms and records: makesafetyeasy.com

# VEHICLE PRE-TRIP INSPECTION

## 01 / Vehicle details and checks (continued)

| | Check (observable condition) | Pass | Fail | N/A |
|---|---|---|---|---|
| C | 17. Load secured: tie-downs tight, nothing can shift, fall or blow off | ☐ | ☐ | ☐ |
| C | 18. Tools and gear in the passenger area strapped down or stowed | ☐ | ☐ | ☐ |
| | 19. Steps, grab handles and running boards secure and not slippery<br>Clean; report loose parts. | ☐ | ☐ | ☐ |
| | **Trailer and attachments (N/A if none)** | | | |
| C | 20. Trailer: hitch locked, pin and clip in, safety chains attached | ☐ | ☐ | ☐ |
| C | 21. Trailer: plug connected; trailer lights and brakes work; breakaway cable on | ☐ | ☐ | ☐ |
| C | 22. Trailer: tires and wheels pass rows 4, 5 and 7 | ☐ | ☐ | ☐ |
| C | 23. Dump body: support prop present and locks; hoist lever latch holds | ☐ | ☐ | ☐ |
| C | 24. Other attachments (crane, liftgate, plow) checked on their own form; pins in<br>Do not use the attachment until checked. | ☐ | ☐ | ☐ |
| | **Cab and function test (engine running)** | | | |
| C | 25. Seat locked in place; seat belts latch, hold when tugged, not cut or frayed | ☐ | ☐ | ☐ |
| C | 26. Dash: no red warning light stays on after start; gauges in normal range | ☐ | ☐ | ☐ |
| | 27. Amber warning lights off (check engine, tire pressure, ABS)<br>Report; mechanic decides before the trip. | ☐ | ☐ | ☐ |
| C | 28. Horn sounds | ☐ | ☐ | ☐ |
| C | 29. Headlights (high and low), tail, brake, turn signals and hazard flashers work | ☐ | ☐ | ☐ |
| C | 30. Wipers clear the glass; washers spray; defroster and fan blow | ☐ | ☐ | ☐ |
| C | 31. Mirrors: all present, not cracked, clean, set from the driver's seat | ☐ | ☐ | ☐ |
| C | 32. Back-up alarm (where fitted) sounds in reverse, heard over site noise | ☐ | ☐ | ☐ |

| | Check (observable condition) | Pass | Fail | N/A |
|---|---|---|---|---|
| C | 33. Steering: no excess free play, no binding or pulling; power assist works | ☐ | ☐ | ☐ |
| C | 34. Service brake: pedal firm, does not sink; stops straight in a slow roll test | ☐ | ☐ | ☐ |
| C | 35. Parking brake holds the vehicle when set and releases fully | ☐ | ☐ | ☐ |
| C | 36. Air brakes (if fitted): pressure builds; low-air warning works; no air leak heard | ☐ | ☐ | ☐ |
| C | 37. Guards, interlocks and other safety devices fitted to this vehicle work | ☐ | ☐ | ☐ |
| | 38. Cab floor clear: nothing can roll under the pedals; no oil or grease on floor or steps<br>Clean before driving. | ☐ | ☐ | ☐ |
| | **Emergency equipment** | | | |
| | 39. Fire extinguisher mounted, gauge in the green, pin and seal in place<br>Replace before the trip. | ☐ | ☐ | ☐ |
| | 40. Warning triangles (3) or flares on board<br>Replace before the trip. | ☐ | ☐ | ☐ |
| | 41. First aid kit present and stocked; emergency numbers kept with it<br>Restock before the trip. | ☐ | ☐ | ☐ |
| | 42. Site-required items on board and working (radio, beacon, flag, spill kit)<br>Fit before driving on site. | ☐ | ☐ | ☐ |

| Result | Yes | No |
|---|---|---|
| Released for use (safe to drive)<br>No = keys tagged "Do not drive"; tell the supervisor. | ☐ | ☐ |
| Any defect found (any Fail)<br>Yes = list each on the findings page; CMV: carrier signs repair before next trip. | ☐ | ☐ |

**Driver signature**

**Supervisor (if No)**

**Time released / tagged out**

**Keys held by**

# VEHICLE PRE-TRIP INSPECTION

## 02 / Findings and disposition

Record each Fail by row number with what you saw. The vehicle stays parked until the repair is done and signed below, or a mechanic signs that repair is not needed. The next driver reads this page and signs. Keep this record at least 1 year.

| Item / finding | Required action | Responsible person | Due date | Completion / verified by |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Immediate controls / held from use / person notified**

**Checks not completed / N/A reasons**

**Repair done or not needed: signed by**

**Date**

**Next driver reviewed (signature)**

**Date**

**Driver acknowledgement**

**Supervisor / authorized reviewer**

**Review date**

### Site-specific additions

Add checks for this vehicle or site with the source: body equipment, site speed limits, winter kit, provincial or state inspection schedule.

| Additional item | Details / result / value | Reference | Additional notes / attachments |
|---|---|---|---|
| | | | |