

AUTOMOBILE CHECK SHEET

The following is a **voluntary** tool to assist staff in ensuring that his/her vehicle achieves and maintains basic safety standards for personal and professional use. Refer to the vehicle's owner manual for additional specifications.

LIGHTS:

Headlights	Lenses _____ High _____ Low _____	
Signal Lights	Lenses _____ Front <u> </u> R <u> </u> L <u> </u>	Rear <u> </u> R <u> </u> L <u> </u>
Reverse Lights	Lenses _____	Operating Y <u> </u> N <u> </u>
Marker Lights	Lenses _____ Front R <u> </u> L <u> </u>	Rear R <u> </u> L <u> </u>

TIRES

Tread	Front R OK <u> </u> Showing Wear <u> </u> Needs Replacement <u> </u> Rear R OK <u> </u> Showing Wear <u> </u> Needs Replacement <u> </u> Front L OK <u> </u> Showing Wear <u> </u> Needs Replacement <u> </u> Rear L OK <u> </u> Showing Wear <u> </u> Needs Replacement <u> </u>	
Inflation	Front R OK <u> </u> LOW <u> </u> Front L OK <u> </u> LOW <u> </u>	Rear R OK <u> </u> LOW <u> </u> Rear L OK <u> </u> LOW <u> </u>

BODY

Mirrors	Right OK <u> </u> Needs Repair <u> </u> Left OK <u> </u> Needs Repair <u> </u> Rearview OK <u> </u> Needs Repair <u> </u>
Handles	Front R OK <u> </u> Needs Repair <u> </u> Rear R OK <u> </u> Needs Repair <u> </u> Front L OK <u> </u> Needs Repair <u> </u> Rear L OK <u> </u> Needs Repair <u> </u>
Gas Door	OK <u> </u> Needs Repair <u> </u>

Trim OK Needs Repair Explain _____

FLUID LEVELS

Engine Oil Full__ Low__ Add_____

Power Steering Fluid Full__ Low__ Add_____

Brake Fluid Full__ Low__ Add_____

Windshield Washer Fluid Full__ Low__ Add_____

Coolant Level Full__ Low__ Add_____

NOTE: NEVER OPEN COOLANT CAP WHEN ENGINE IS HOT/WARM

INTERIOR

Seatbelts Front R OK__ Needs Repair__
Front Middle OK__ Needs Repair__
Front L OK__ Needs Repair__
Rear R OK__ Needs Repair__
Rear Middle OK__ Needs Repair__
Rear L OK__ Needs Repair__

Seats Front R OK__ Needs Repair__
Front L OK__ Needs Repair__
Rear R OK__ Needs Repair__
Rear L OK__ Needs Repair__

Handles **Windows**

Front R OK__ Needs Repair__
Front L OK__ Needs Repair__
Rear R OK__ Needs Repair__
Rear L OK__ Needs Repair__

Doors Handles Front R OK__ Needs Repair__
Front L OK__ Needs Repair__
Rear R OK__ Needs Repair__
Rear L OK__ Needs Repair__

Emergency Brake OK__ Needs Repair__

Horn OK__ Needs Repair__

Wipers OK__ Needs Repair__

TRUNK

Spare Tire OK__ Showing Wear__Needs Replacement
Spare Tire Inflation OK__ Low__

Jack OK__ Needs Repair/Replacement__

Lug Wrench OK__ Needs Repair/Replacement__

Emergency Kit Booster Cables__ Shovel__ Flashlight__
Warm Clothes__

First Aid Kit OK__ Update/Replace__

