

Driving

Driving - Vehicle Inspection

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Why is a vehicle inspection important?

A vehicle inspection or circle check is a physical and visual inspection of the vehicle before you use it. Making a report of issues helps to make sure the vehicle is safe to use. Use the vehicle manual or manufacturer's guide to help customize your inspection. Report all issues to your supervisor or to individuals responsible for vehicle maintenance.

When should a vehicle inspection be done?

The inspection should be done before using the vehicle, at least daily, and can be done each time you use the vehicle (pre-operation inspection).

Walking around your vehicle before driving will also give you the opportunity to look for obstructions or hazards that are in the area that may be a concern when driving (e.g., people, pets, posts, poles, holes, other vehicles, etc.)

NOTE: This document covers typical vehicles such as cars, trucks, and SUVs (less than 3500 km gross vehicle weight). Commercial vehicles, transport trucks, or passenger carrying vehicles (e.g., ambulances, school buses, etc.) may be required to follow more strict legislation. Contact your jurisdiction for more information.

What is an example of a daily vehicle inspection checklist?

Below is a sample inspection checklist. Determine the level of detail needed for your workplace. Customize this form to meet your needs.

In all cases, check that the item is in good working order, there are no leaks or damage, or the item is properly secured.

Daily Vehicle Inspection / Circle Check

| | | | |
|---------------|--|-----------|--|
| Vehicle | | Location: | |
| Inspected by: | | Date(s): | |

✓ – Item satisfactory / X – Item needs attention
Report concerns immediately.
Do not operate a vehicle until you are sure it is safe to do so.

Keep form in glove compartment until complete, and then file with the vehicle maintenance office.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------------------|--------|---------|-----------|----------|--------|
| Exterior | | | | | |
| Body/Frame | | | | | |
| Cab/Box/Trunk | | | | | |
| Cargo Secure | | | | | |
| Bumpers | | | | | |
| Hitch/coupling devices | | | | | |
| Licence plate/valid sticker | | | | | |
| Windshield | | | | | |
| Wipers | | | | | |
| Locks | | | | | |
| Mirrors | | | | | |
| Tires/Wheels | | | | | |
| Underneath | | | | | |
| Suspension | | | | | |
| | | | | | |
| Engine | | | | | |
| Hoses | | | | | |
| Fluids | | | | | |
| -Engine Oil | | | | | |
| -Brake | | | | | |
| -Transmission | | | | | |
| -Radiator | | | | | |
| -Washer | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| -Power steering | | | | | |
| Clutch (if applicable) | | | | | |
| Belts | | | | | |
| Fuel | | | | | |
| Battery | | | | | |
| Exhaust | | | | | |
| | | | | | |
| Electrical | | | | | |
| Headlight-daytime running | | | | | |
| Headlight- low beam | | | | | |
| Headlight- high beam | | | | | |
| Indicators/signal lights/emergency flashers | | | | | |
| Backup lights | | | | | |
| | | | | | |
| Interior | | | | | |
| No clutter | | | | | |
| Area around feet/pedals clear | | | | | |
| Windows clean | | | | | |
| Instrument panel/indicator lights | | | | | |
| Horn | | | | | |
| Driver controls | | | | | |
| Steering | | | | | |
| Seats | | | | | |
| Seat belts | | | | | |
| Accessories (hands-free phone system, global positioning system (GPS), radio, etc.) | | | | | |
| Fan, heater/defroster, air conditioner | | | | | |
| Cargo secure | | | | | |
| Fire extinguisher | | | | | |
| | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| First aid kit | | | | | |
| Other safety items (triangles, flares, etc.) | | | | | |
| | | | | | |
| Operation | | | | | |
| Sounds | | | | | |
| Vibrations | | | | | |
| Indicator or warning lights | | | | | |
| | | | | | |
| Other issues | | | | | |
| Comments | | | | | |

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