Sample Vehicle Inspection Report

(Passenger Cars & Vans)

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| --- | --- | --- | --- |
| Driver: |  | Date: |  |
| Vehicle: |  | Vehicle Number: |  |
| Location: |  |
| Odometer Reading: |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Pass** | **Fail** |  |  | **Pass** | **Fail** |
| **Inside** |  |  |  | **Mechanical Operations** |  |  |
|  | Apply Parking Brake |  |  |  | Engine Knocks or Overheats |  |  |
|  | Seat Belts |  |  |  | Clutch Skips or Grabs |  |  |
| **Start Engine** |  |  |  | Trans. Noisy, Gears Jump,Hard Shifting, Other |  |  |
|  | Oil Pressure |  |  |  | Axles Noisy |  |  |
|  | Horn |  |  |  | Steering Loose/Shimmy |  |  |
|  | Wipers & Washer |  |  |  | Air, Oil, Water Leaks |  |  |
|  | Heater – Defroster |  |  |  | Springs, Broken or Loose |  |  |
|  | Mirrors |  |  |  | Brakes Noisy, Pull, Drag |  |  |
|  | Steering (Excess Play) |  |  |  | Speedometer, Tachometer |  |  |
|  | Turn on all Lights |  |  | **Emergency Equipment** |  |  |  |
|  | Starts promptly |  |  |  | Fire Extinguisher |  |  |
|  | Instrument Panel |  |  |  | Warning Devices |  |  |
| **Front** | Headlights |  |  |  | Accident Reporting Kit |  |  |
|  | Turn Signals |  |  |  | Reflectors |  |  |
|  | Tires & Wheel Lugs |  |  |  | Spare Bulbs |  |  |
| **Side** | Fuel Tank & Cap |  |  |  | First Aid Kit |  |  |
|  | Side Marker Lights |  |  | **Other** |  |  |  |
|  | Reflectors |  |  |  |  |  |  |
| **Rear** | Tail Lights |  |  |  |  |  |  |
|  | Stop Lights |  |  |  |  |  |  |
|  | Flashers |  |  |  |  |  |  |
|  | Turn Signals |  |  |  |  |  |  |
|  | Reflectors |  |  |  |  |  |  |
|  | Bumpers |  |  |  |  |  |  |

**REMARKS, COMMENTS, & CORRECTIVE ACTION NEEDS:**

|  |  |
| --- | --- |
| **Item** | **Action Needed** |
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