## **Daily Vehicle Inspection Checklist**

Date: Vehicle #: Body and Underside: no damage that can affect roadworthiness. Mirrors: clean and properly adjusted. Windshield: clean and free from damage that obscures vision. Tires: inflated to the correct pressure, sidewalls in good condition, tread adequate, and lug nuts tight. Fluid levels: oil, transmission, coolant, power steering, brake, and windshield washer fluids at recommended levels. Battery: connections free of corrosion and properly attached; support bracket(s) secure. Lights: headlights, tail lights, brake lights, turn signals, hazard/warning lights functioning properly. **Spare tire:** serviceable, properly inflated, and easy to access. Tools: jack, lug wrench, wheel blocks, tire pump, tire pressure gauge, battery jumper cables, and other tools appropriate for the area and driving conditions. Spare parts: belts, hoses, fuses, tire repair kit and other appropriate spare parts for the area and vehicle. First aid kit: fully stocked and accessible to passengers. Fire extinguisher: fully charged and securely stored. П **Radio/cell phone:** functioning properly and adequate airtime (if applicable). **Seat belts:** functioning properly in front and rear. Fuel: adequate fuel for journey. Wipers / Horn: in good working order. Brakes: pedal and hand brake functioning properly. Steering: functioning properly. Vehicle documents: vehicle registration, insurance, ownership, and other documents required by local authorities (e.g. road tax, travel/transit permits) in the vehicle. Logbook: contains relevant maps, maintenance schedule, daily vehicle inspection checklist, emergency contact information, accident procedures, and other documents appropriate to the local conditions. Optional Equipment appropriate to conditions and/or required by local law **2 or more spare tires:** recommended for extended field trips. **Emergency signals:** flares, reflective triangles, whistles, etc. **Extra water/fuel:** at least five gallons of each in a durable container. Recovery equipment: tow rope, sand/mud ladders, shovels and/or axe securely stored. If installed, winch or other specialized equipment functioning properly.