



Thank you for choosing Shimongola Travel and Car Hire. Please conduct the vehicle inspection and complete the following form. The items on this inspection sheet should be checked daily. A separate sheet should be filled out for each vehicle driven. Any discrepancies should be detailed on the bottom of this sheet.

DAILY VEHICLE INSPECTION SHEET

Driver _____ Date _____

Vehicle _____ Mileage _____

- _____ Ignition Key
- _____ Fuel Key
- _____ Check Radio (Two way check)
- _____ Visual Inspection for Exterior Damage/Leaks under vehicle
- _____ Check inside Engine compartment for Leaks/loose items
- _____ Oil Level
- _____ Washer Fluid Level
- _____ Coolant Level
- _____ Power Steering Fluid Level
- _____ Start Engine and check Transmission Fluid Level (Fluid should be hot)
- _____ Check for Air Gauge
- _____ Check Tires for wear and pressure LF _____ LR _____ RF _____ RR _____
- _____ Check Horn
- _____ Check Heater/Defroster
- _____ Check Windshield Wipers/Washers
- _____ Check Highlight/Signal lights/4way flashes/Tail lights/Backup lights/Horn
- _____ Check Lift, run one Complete Cycle
- _____ Check Interior lights
- _____ Check Mirrors for damage and adjustments
- _____ Check fuel level (**Should Not be Less Than 1/4 Tank**)
- _____ Check First Aid Kit on Board and full
- _____ Check Fire Extinguisher on board/Gauge showing charged, proper seal & pin
- _____ Check Adequate tie-downs/Tie-down Tracks (must be clean)
- _____ Check PLASTICS/BIN

*Form to be completed and turned in to Operations Manager DAILY.

The following discrepancies were noted: _____



Corrective action taken: _____

Driver's Signature: _____