

United Auto Supply Pre-Trip Inspection Checklist

Driver: _____ Vehicle # _____ Beginning Mileage _____ Date: _____

Instructions: Inspect each item below on the vehicle:

- Place a ✓ if the status item is OK.
- Circle the item if the status is defective/needs service and report the problem in the "Problem Report" section below.

Engine/Fluid Levels

- ___ Fuel Level
- ___ Oil Level/Pressure
- ___ Oil Change
- ___ Transmission Fluid Level
- ___ Power Steering Fluid Level
- ___ Brake Fluid Level
- ___ Battery Charge
- ___ Windshield Wiper Fluid
- ___ Radiator Fluid Level
- ___ Fluids Leaking Under Bus
- ___ Engine Warning Lights

Interior Checks

- ___ Mirrors
- ___ Windshield Wipers
- ___ Horn
- ___ Parking Brake
- ___ Fans/Defroster
- ___ Heater
- ___ Driver Seat & Belt
- ___ Windows Clean?
- ___ Interior Clean?

Exterior Checks

- ___ Headlights (hi/low)
- ___ Fog lamps/hazard lamps
- ___ Windshield condition
- ___ Directional Signals
- ___ Taillights/running lights
- ___ Brake lights/Back-Up Lights
- ___ Tire condition/air pressure
- ___ Lug nuts tight?
- ___ Exterior clean?
- ___ Body condition/scratches/dings/dents
- ___ Inspection/Registration up to date?

When to get your oil changed!!

Oil Change Syn Blend 5,000-7,000 miles
Oil change Full Syn 7,000-10,000 miles

Has a Supervisor been notified of any services needed? YES / NO

Name: _____

Problem Report (Describe all problem areas circled above):

Date: _____ Driver Signature: _____

Date: _____ Store Manager Signature: _____ Location Number _____

Reminder: No cell phones while driving! No Smoking, No eating/drinking in the company vehicle. Seat belt use is required!