Driving – Vehicle Inspection Fact Sheets



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 maintentence 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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