Vehicle inspection checklist

Routine fleet condition checks for cars, vans, and pickups

COMPLETED EXAMPLE

Vehicle details

Company	Vehicle ID	VIN	Inspection date
West Yard Service Fleet	VAN-017	1FTBR1C83PFA00017	2026-11-18

License plate	Vehicle type	Odometer (mi or km)	Location
DEMO-17	Van	42,618 mi	West Yard

Condition checks

Mark one per row. Use N/A if it does not apply. Explain any skipped checks below.

Check item	Pass	Needs attention	N/A	Not checked
Tire condition and tread	○	●	○	○
Tire pressure	○	○	○	●
Wheels and rims	●	○	○	○
Exterior lights and signals	●	○	○	○
Glass and mirrors	●	○	○	○
Wipers and washer	●	○	○	○
Body and doors	●	○	○	○
Visible fluid leaks	●	○	○	○
Seat belts and horn	●	○	○	○
Dashboard warning indicators	●	○	○	○
Brakes and steering	○	○	○	●
Fleet-required safety equipment	●	○	○	○

Findings and sign-off

Defects and skipped checks

Bulge on the right front tire sidewall. Tire pressure and driving checks skipped because of the damage.

Photo reference(s)

VAN-017-tire.jpg

Reported to / follow-up owner

Fleet Maintenance notified

Overall vehicle status

○ Ready for service ○ Needs maintenance ● Out of service

Required repairs or next action

Keep the van parked. Fleet Maintenance to coordinate tire replacement and recheck before release.

Inspector name

Jordan Ellis

Inspector signature

Jordan Ellis

If a vehicle is unsafe, keep it out of use and notify the person responsible.