Vehicle inspection checklist

Routine fleet condition checks for cars, vans, and pickups

Vehicle details

Company _____

Vehicle ID _____

VIN _____

Inspection date _____

License plate _____

Vehicle type _____

Odometer (mi or km) _____

Location _____

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

Photo reference(s) _____

Reported to / follow-up owner _____

Overall vehicle status

○ Ready for service ○ Needs maintenance ○ Out of service

Required repairs or next action

Inspector name _____

Inspector signature _____

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