

ACHD Commuteride Pre-Trip Inspection Checklist

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

Instructions: Inspect each item below on the vehicle:

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

Engine/Fluid Levels

Fuel Level
 Fluids Leaking Under Van
 Engine Warning Lights
 Other

Interior Checks

Mirrors
 Windshield Wipers
 Horn
 Parking Brake
 Driver Seat & Belts
 All Seats & Belts
 First Aid Kit
 Other

Exterior Checks

Headlights (hi/low)
 Fog lamps/hazard lamps
 Windshield condition
 Directional Signals frt/rear
 Tail lights/running lights
 Brake lights/Back-Up Lights
 Tire condition/air pressure
 Body condition/scratches/
dings/dents
 Other

**Does any problem circled
require the vehicle to be
taken out of service?**

YES / NO

**Has a Commercial
tire/Commuteride been
notified? YES / NO**

**360 Inspections are to be completed prior to moving the vehicle after each stop
when the driver is out of the vehicle for more than a brief period.**

360 Inspections above Vehicle

Above vehicle inspection
complete

Searching for items such as; power
lines, tree branches, drink cups,
signs, etc.

360 Inspections under Vehicle

Under vehicle inspection
complete

Searching for items such as; animals,
children, toys, rocks, leaking fluid,
etc.

360 Inspections in front of Vehicle

In front of vehicle inspection
complete

Searching for items such as; open
holes, animals, children, car stops,
sign posts, etc.

360 Inspections behind Vehicle

Behind vehicle inspection
complete

Searching for items such as; bikes,
pedestrians, other vehicles, children,
animals, buildings, etc.