

**MOTOR VEHICLE SAFETY INSPECTION REPORT
FOR AUTOMOBILES AND VANS**

Name of Driver _____ Vehicle Number _____

Inspected by _____

Vehicle Make, Model, Year _____

Date _____ Odometer Reading _____

License No. _____

Member needs to determine frequency of inspection. If serviced at a local garage or service provided, have the mechanic complete this form.

Exterior Inspection	Satisfactory	Needs Work
Body - Check for dents, scratches, rust, cleanliness		
Headlights - Check for broken lens, burnt-out bulbs, correct angle		
Mirrors - Check for broken or cracked glass, correct adjustment		
Tail Lights, Brake Lights, Turn Signals - Check for broken or cracked lens, burnt-out bulbs, proper operation		
Tires, Spare Tire - Check air pressure and tread. Look for uneven wear, cuts, bulges		
Windshield, Windows - Check for cracks, discolorations, unnecessary or vision-obstructing stickers		
Interior Inspection		
Air conditioner, Heater, Defroster - Check operation		
Horn - Check operation, sound		
Instruments, Gauges - Check operation, lights		

Note: Refer to manufacturer's recommendations

Use back of form to explain the needed work. Return copy to Fleet Administrator.

Interior- Check condition and cleanliness. Look for loose objects, protruding knobs		
Rear View Mirror- Check adjustment and condition		
Windshield Wipers and Washers- Check for worn blades, level of washer fluid		
Mechanical Inspection		
Brakes- Check for proper adjustment, even hold. Test parking brake		
Engine- Listen for unusual noises. Check for stalling, hesitation, rough starting or running. Look for leaks		
Exhaust System- Check suspension, quietness. Look for leaks		
Steering- Check wheel alignment- no pulling to right or left. Test for excessive play or shimmy		
Transmission- Check operation for slippage, unusual noises. Look for leaks		
Accident Reporting Kit- Check glove box for packet with all necessary forms and insurance certificate		
Emergency Equipment- Check in trunk for complete kit, including safety flag, fire extinguisher. Check tire jack.		
Lap-Shoulder Belts, Air Bags - Check condition and operation of belts. Look for signs of regular use. For cars/vans equipped with air bags or automatic lap-shoulder belts and warning light systems, check lights to ensure the warning system is active.		

Note: Refer to manufacturer's recommendations

Use back of form to explain the needed work. Return copy to Fleet Administrator.