

OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT (GENERAL PURPOSE VEHICLES)		DATE
OPERATOR		VEHICLE #
ITEMS TO BE CHECKED DAILY		
1. CLEAN VEHICLE	(exterior and interior)	
2. DAMAGE	(exterior and interior, missing parts)	
3. TIRES	(visually check for damage/abnormalities)	
4. LEAKS	(visually check fuel/oil/coolant)	
5. ENGINE OIL AND COOLANT	(visually check fluid levels)	
6. BATTERY	(visually check fluid level/hold-down secure/cleanliness)	
7. DRIVE BELTS	(visually check for fraying or cracking)	
8. LIGHTS	(visually check all proper operation)	
9. SAFETY DEVICES	(seatbelts/harness, headrests, warning lights, etc.)	
10. INSTRUMENTS/HORN/WINDSHIELD WIPES (check-responsive/effective/smooth)		
11. BRAKES/STEERING (functionally check-responsive/effective/smooth)		
12. UNUSUAL OCCURRENCES (noise/vibration/odor/erratic instruments/etc.)		
13. TRANSMISSION		
14. FUEL SEPARATOR (water)		
15. FUEL		16. MILEAGE

REMARKS

ITEMS TO BE CHECKED			
17. OTHER	(specify)		
18. OTHER	(specify)		
19. OTHER	(specify)		
20. OTHER	(specify)		
OPERATOR'S SIGNATURE SIGNIFIES ACCOMPLISHMENT OF CHECKS			
DAY	START TIME	FINISH TIME	INITIALS
THURSDAY			
MILEAGE			
FRIDAY			
MILEAGE			
SATURDAY			
MILEAGE			
SUNDAY			
MILEAGE			
MONDAY			
MILEAGE			
TUESDAY			
MILEAGE			
WEDNESDAY			
MILEAGE			
FOREMAN'S SIGNATURE			