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| **Name of Agency Pre-Trip Vehicle Condition Report**  |
| Driver: | Vehicle # | Date: | Fuel Level |
| Starting Mileage: |
| Operations: **Check to indicate item has been checked and is OK** | Fuel Card | First Aid Kit | Reg. Card | Fire Extinguisher |
| Explanation: |
| **Under the Hood** | **Exterior** | **Interior** |
| Oil Level | Tires | Steering |
| Brake Fluid | Brakes | Service Lights |
| P/S Fluid | Running Lights | Emergency Brake |
| Radiator Fluid Level | Turn Signal & Flashers | Windshield Wipers |
| Belts | Headlights | Seat Belts |
| Battery Compartment | Tail Lights | Horn |
| Engine Compartment | Brake Lights | Gauges/Lights |
| Oil, Fuel, Water Leaks | Cleanliness | Heater/Defroster/AC |
| **Wheelchair Area** | **Radio** | Emergency Reflectors |
| Door | No Reception | Emergency Exit |
| Lift Cycled | No Transmission | All Mirrors |
| Area Debris Free | Loud & Clear | Dome Lights |
| Tie Downs  |  | Doors |
| Vehicle Swept Out |  | Seats & Hand Rails |
| **Comments:** |
| **Corrections Made:** |
| **Driver Signature:**  | **Operations Manager Signature:** |

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| **Name of Agency Post-Trip Vehicle Condition Report** |
| Driver: | Vehicle # | Date: | Odometer |
| Fuel Level Fuel Gallons Purchased: |
| **Operations: Check to indicate item has been checked and is OK** | Fuel Card | First Aid Kit | Reg. Card | Fire Extinguisher |
| Explanation: |
| **Under the Hood** | **Exterior** | **Interior** |
| Oil Level | Tires | Steering |
| Brake Fluid | Brakes | Service Lights |
| P/S Fluid | Running Lights | Emergency Brake |
| Radiator Fluid Level | Turn Signals & Flashers | Windshield Wipers |
| Belts | Headlights | Seat Belts |
| Battery Compartment | Tail Lights | Horn |
| Engine Compartment | Brake Lights | Gauges/Lights |
| Oil, Fuel, Water Leaks | Cleanliness | Heater/Defroster/AC |
| **Wheelchair Area** | **Radio** | Emergency Reflectors |
| Door | No Reception | Emergency Exit |
| Lift Cycled | No Transmission | All Mirrors |
| Area Debris Free | Loud & Clear | Dome Lights |
| Tie Downs |  | Doors |
| Vehicle Swept Out |  | Seats & Hand Rails |
| **Comments:** |
| **Corrections Made:** |
| **Driver Signature:** | **Operations Manager Signature:** |