|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | | | | | |