Geography Department

Daily Vehicle Inspection Checklist



**What should I check before operating the**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What Should be checked Daily while on field trip | Day 1 | | Day 2 | | Day 3 | | Day 4 | | Day 5 | | Day 6 | | Day 7 | | Day 8 | |
|  | Yes | NO | Yes | NO | Yes | NO | Yes | NO | Yes | No | Yes | No | Yes | No | Yes | No |
| Oil level |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Water level |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Windscreen washer level |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mirrors clean and adjusted |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lights – headlights, tail, license plate, brake, indicator turn signals, hazard, |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reverse lights |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dash control panel – all lights and gauges are operational |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Horn – operational |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check tyres |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials of person checking vehicle |  | |  | |  | |  | |  | |  | |  | |  | |

**Date of Field Trip …………..**

**Location………………………**

**Duration of trip ………….**