**Brake Check:**
- Foot Pedal is hard vs. spongy
- Parking break is secure and working properly

**Steering Check:**
- Steering wheel is tight vs. wobbling
- Steers normally vs. hard or loose

**Mirror Check:**
- Proper adjustment
- Unobstructed
- Look for cracks or defects

**Safety Equipment Check:**
- Warning Triangles and fire extinguisher present
- Seat belt
- Dash gauges & lights working

**Horn check:**
- Working properly
- Backup alarm is working

**Windshield Wiper Check:**
- Fluid available
- Wiper Operational
- Look for rips or tears in the blades

**Engine Check:**
- Look for fuel, water or oil leaks
- Battery terminals are clean and not corroded
- Check engine light is not lit up on dash
- Listen for abnormal sounds or squealing

**Light Check:**
- High and Low beam Head Lights
- Marker Lights
- Brake Lights
- Turn Signals
- Hazard Lights
- Backup Lights (If 2 Staff Present)

**Tire Check:**
- Even wear on the tire
- Look for rips/tears
- Look for belts and cords showing
- Proper tread depth (4/32”)
- Proper inflation

**Wheel Check:**
- Rims are not bent or cracked
- Lug nuts are tight

**Pre-Trip:**
- Review previous days inspection report
- Sign that previous days defects have been corrected (if needed)

**Post-Trip:**
- Complete and sign inspection report noting satisfactory condition or defects
- Notify maintenance manager of any defects