



VEHICLE INSPECTION PROCEDURE

1. Approach vehicle; look for leaks of coolant, fuel or lubricants under the vehicle. Note body condition.
2. Under hood, check battery water level, oil level (and last oil change date), transmission fluid level, belt and hose condition and adjustment. Fill windshield washer reservoir.
3. Start engine for warm up. Check for abnormal noise and gauges for normal readings. Try steering wheel for excess play.
4. Depress brake pedal for excessive travel, mushy or hard feel.
5. Check horn and windshield wipers. Turn on all lights including emergency flasher. Check high and low beam.
6. Check tire inflation and tread.
7. Check emergency equipment including fire extinguisher, first aid kit, emergency triangles, spare tire, jack, spare fuses and bulbs.
8. Walk around vehicle checking lights and reflectors.
9. Recheck all gauges, fasten seat belt, turn off lights and check the parking/emergency brake.
10. Make test stop within one block. Check operation of transmission.



TOOLBOX TALKS **VEHICLE INSPECTION PROCEDURE**

Meeting Conducted By: _____ Date: _____

Comments: _____

Attendees:

| Print | Signature | Print | Signature |
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