

Standard Operating Procedure (SOP): Daily Pre-Trip Vehicle Inspection Checklist

Purpose

This SOP details the **daily pre-trip vehicle inspection checklist**, covering essential steps to verify vehicle safety and operational readiness. It includes inspecting tires, brakes, lights, fluid levels, mirrors, windshield wipers, horn, seat belts, and emergency equipment. The purpose is to ensure vehicles are safe for use, prevent breakdowns, and promote road safety by identifying and addressing potential issues before each trip.

Scope

This checklist applies to all drivers and operators responsible for company vehicles.

Responsibilities

- **Drivers:** Complete the inspection prior to each trip and report any issues immediately.
- **Supervisors:** Ensure drivers are trained, and inspections are documented and reviewed regularly.

Daily Pre-Trip Inspection Checklist

1. **Tires**
 - Check tire pressure and condition (look for cuts, nails, uneven wear).
 - Ensure all lug nuts are secure.
2. **Brakes**
 - Test the foot brake and parking brake for proper operation.
 - Listen for unusual noises.
3. **Lights & Indicators**
 - Verify operation of headlights (low/high beam), taillights, brake lights, reverse lights, and turn signals.
 - Check hazard lights and marker lights.
4. **Fluid Levels**
 - Check engine oil, coolant, brake fluid, power steering fluid, and windshield washer fluid levels.
 - Look for any leaks under the vehicle.
5. **Mirrors**
 - Ensure all mirrors are clean, properly adjusted, and undamaged.
6. **Windshield Wipers & Washer System**
 - Inspect for wear or damage and test operation with washer fluid.
7. **Horn**
 - Test for proper operation.
8. **Seat Belts**
 - Check for damage and proper function of all passenger and driver seat belts.
9. **Emergency Equipment**
 - Verify the presence of a fully stocked first aid kit, fire extinguisher, warning triangles, spare tire, and vehicle jack.
10. **General Cleanliness**
 - Ensure the interior and exterior of the vehicle are clean and free from hazards.

Documentation

Complete the inspection checklist and sign off before operating the vehicle each day. Submit the completed checklist to your supervisor as required.

Item	Pass	Fail	Comments/Action Taken
Tires			
Brakes			
Lights & Indicators			

Fluid Levels			
Mirrors			
Windshield Wipers			
Horn			
Seat Belts			
Emergency Equipment			
General Cleanliness			

Sign-off

Driver's Name: _____

Date: _____

Supervisor's Name: _____