

SOP Template: Daily Pre-Trip and Post-Trip Vehicle Checklists

This SOP details the **daily pre-trip and post-trip vehicle checklists**, covering essential inspection steps before and after vehicle operation, including safety equipment verification, fluid level checks, tire condition assessment, brake functionality tests, lighting and signal inspection, and documentation procedures. The goal is to ensure vehicle safety, operational readiness, and early detection of potential issues to prevent accidents and maintain compliance with transportation regulations.

1. Purpose

To outline procedures for conducting daily pre-trip and post-trip inspections on vehicles to ensure safety, compliance, and to proactively identify and address potential mechanical or safety issues.

2. Scope

This SOP applies to all drivers and personnel responsible for company vehicles.

3. Responsibilities

- Drivers:** Complete daily vehicle checklists prior to operation and upon return. Report any defects immediately.
- Supervisors:** Review completed checklists, address reported issues, and ensure compliance.
- Maintenance Personnel:** Respond to reported issues and maintain inspection records.

4. Daily Pre-Trip Checklist

| Inspection Item | Description/Action Steps |
|-----------------------|---|
| Exterior Inspection | <ul style="list-style-type: none">Check for body damage, loose parts, and clean windows/mirrors.Inspect windshields and wipers for cracks and proper function. |
| Tires & Wheels | <ul style="list-style-type: none">Ensure proper inflation and tread depth.Look for cuts, bulges, or embedded objects.Verify lug nuts are tight. |
| Fluid Levels | <ul style="list-style-type: none">Check engine oil, coolant, brake, power steering, windshield washer, and transmission fluids. |
| Lights & Signals | <ul style="list-style-type: none">Test headlights, brake lights, turn signals, reverse lights, and emergency flashers. |
| Brakes | <ul style="list-style-type: none">Test foot and parking brakes for proper operation. |
| Horn & Safety Signals | <ul style="list-style-type: none">Ensure horn and warning alarms are functional. |
| Safety Equipment | <ul style="list-style-type: none">Verify presence of fire extinguisher, triangles, first aid kit, and emergency equipment. |

| Inspection Item | Description/Action Steps |
|---------------------|---|
| Seatbelts & Mirrors | <ul style="list-style-type: none">Check for damage and proper adjustment. |

5. Daily Post-Trip Checklist

| Inspection Item | Description/Action Steps |
|---------------------------------|--|
| Exterior & Interior Cleanliness | <ul style="list-style-type: none">Remove trash and personal items; check vehicle for any new damage. |
| Tires & Wheels | <ul style="list-style-type: none">Inspect tire condition post-use for damage. |
| Fluid Leaks | <ul style="list-style-type: none">Check beneath the vehicle for any visible leaks. |
| Operational Issues | <ul style="list-style-type: none">Note any performance concerns experienced during the trip. |
| Safety Equipment | <ul style="list-style-type: none">Ensure safety equipment remains in place and undamaged. |

6. Documentation Procedures

- Complete pre-trip and post-trip inspection checklists daily (paper or digital form).
- Report any defects or concerns immediately to supervisor or maintenance team.
- Do not operate vehicle if major safety issues are identified until repairs are complete.
- Submit completed checklists at the end of each shift for recordkeeping.

7. Record Management

- All completed checklists must be stored for a minimum of 12 months (or as required by regulations).
- Inspection and repair records must be readily accessible for audits and reviews.

8. References

- Local and national transportation regulations.
- Company vehicle maintenance policies.

9. Revision History

| Date | Version | Description of Change | Approved By |
|------------|---------|-----------------------|-------------------|
| 2024-06-01 | 1.0 | Initial release | Transport Manager |