



Vehicle Inspection Checklist

Instructions

Please refer to Section 22 -Vehicle Policy of the HR Policies and Procedures Manual. Nibinamik First Nation employees are required to complete a copy of this form on a regular basis.

Make/Model/Year: _____

Vehicle Number: _____

VIN#: _____

Odometer Reading: _____ km

Place an "X" beside each line item as appropriate.

Yes	No	Record Defects beside Items
<input type="checkbox"/>	<input type="checkbox"/>	Windows/windshield not severely cracked
<input type="checkbox"/>	<input type="checkbox"/>	Windshield wipers work
<input type="checkbox"/>	<input type="checkbox"/>	Heating/air conditioning and windshield defogging systems work
<input type="checkbox"/>	<input type="checkbox"/>	Interior lights work
<input type="checkbox"/>	<input type="checkbox"/>	Headlights (high beam/low beam) work
<input type="checkbox"/>	<input type="checkbox"/>	Tail lights/brake lights work
<input type="checkbox"/>	<input type="checkbox"/>	Horn works
<input type="checkbox"/>	<input type="checkbox"/>	Tires in good shape (no damaged or bald tires and all appear to be properly inflated)
<input type="checkbox"/>	<input type="checkbox"/>	No unusual oil/grease leaks (at wheel seals or under the vehicle)
<input type="checkbox"/>	<input type="checkbox"/>	No air leaks (walk around vehicle and listen for air leaks while driver applies the brakes)

		Copy of the annual safety inspection (either sticker or form) available
		Mirrors are in good position and are properly adjusted
		There are no visible fuel leaks, and the odour of gasoline is not detected
		Emergency brake is in good working order
		Power brakes are in good working order
		Seat belts work and are free of damage / excessive wear
		Exhaust system is in good working order
		Wheels and fasteners are fitted tightly
		The vehicle has no warning lights on
		Fuel levels are sufficient
		Oil level is sufficiently high
		Washer fluid levels are sufficiently high
		Emergency roadside supplies are properly stocked and located in trunk of vehicle
		Suspension is in good working order
		Turn signals work
		Radiator fluid levels are sufficient
		Vehicle is free of excessive damage
		All loads are fastened/secured appropriately
		All doors, hatches and tail-gates are in good working order
		Vehicle condition is satisfactory

		Defects reported
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Inspection Performed By:

Nibinamik First Nation Employee Name: _____

Signature: _____

Date	Time
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