

Sample daily pre-trip inspection and mileage log

Motor-vehicle incidents (MVIs) are a leading cause of workplace deaths. The purpose of this document is to provide guidance when developing a pre-trip inspection checklist for workers who drive for work purposes. Although this sample document is primarily designed for workplaces that use company-owned or personal passenger cars and/or light-duty trucks for business purposes, it can be adapted for commercial fleets that operate other vehicle types.

Driver and trip information					
Driver name				SK DL#	
Have working alone procedures been followed?	Yes	No	Trip plan completed?	Yes	No

Review of previous pre-trip inspection and daily log	
Applicable if vehicle was previously used by another driver. <i>Ensure outstanding deficiencies noted in the previous inspection have been repaired.</i>	Comments

Vehicle information					
Date(s) of use: <i>From</i> _____ <i>to</i> _____					
This vehicle is (circle one): Company-owned Personal Rental					
License plate #		Odometer start	kms	Odometer finish	kms
Location of inspection:					

Log continued on next page.

Vehicle interior

Item	Action	Satisfactory	Substandard	N/A	Comments
Driver's seat	Adjust seat distance to improve driving position.				
Seat belts	Examine for wear.				
Instrument panel warning symbols*	Check for red/amber warning lights.				
Brakes (2)*	1. Roll, apply brake. 2. Apply park brake. Tug gently.				
Automatic transmission*	Check action of gears; listen for unusual sounds.				
Steering*	Adjust for driving position. Test for excessive "play".				
Interior windows	Ensure windows are smudge and moisture free.				
Wipers and washers	Test operation of wipers and washer fluid spray.				
Horn	Test, where appropriate.				
Reversing alarm	Test, if available.				
Climate controls	Test heating, fan, defrost.				
Load restraint	Ensure items securely stored or strapped down.				
GPS & phone	Mounted and pre-programmed.				
Spare tire and jack	Tire inflated, jack present.				
Fuel level	Sufficient and more.				
Cleanliness	No loose items or floor mats.				
Emergency equipment	Fire extinguisher, first aid kit, flares/triangles, blanket.				
Written safe work procedures	Available and understood.				

Vehicle exterior

Item	Action	Satisfactory	Substandard	N/A	Comments
Location	Check your surroundings.				
Headlights*	Test high beam / low beam.				
Signal lights*	Test left/right. Front/back.				
Brake lights*	Test				
Tail lights	Test				
Hazard lights	Test				
Windows	Clean				
Wiper blades	Test and ensure in good condition.				
Washer fluid	Check level. Top up if needed.				
Tires	Check inflation/rims/lug nuts.				
Side mirrors	Clean; correctly adjusted.				
Rearview mirror	Adjusted accordingly.				
External load	Safely secured.				
Leaks	Check under vehicle.				
Engine operation*	Listen for no unusual engine noise.				
Exhaust*	Ensure tailpipe is free of debris; no smell of exhaust inside vehicle.				
Engine oil	Check level. Top up if needed.				
Trailer hitch / 5th wheel (if applicable)	Check that pin(s) locked, chains crossed and connected, light cord, jaws locked, landing gear up.				
Trailer brakes (2)* (if equipped)	1. Test hand application. 2. Disconnect breakaway pin and attempt to tug.				

*Seek repairs before driving if substandard conditions are noted	
Other vehicle substandard conditions/issues	Actions / required repairs
Comments	
Driver/inspector signature	Date

Terms of use disclaimer

The information contained in this sample document is for educational purposes only. It is not intended to provide legal or other advice to you, and you should not rely upon the information to provide any such advice. We believe that the information provided in this document is accurate and complete; however, we do not provide any warranty, express or implied, of the accuracy or completeness of any information provided as part of this sample document. Neither WorkSafeBC, nor the Justice Institute of British Columbia, nor Road Safety at Work, WorkSafe Saskatchewan, Saskatchewan Workers' Compensation Board or Saskatchewan Government Insurance, shall be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this sample document.

