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| --- | --- | --- | --- | --- | --- |
| Rank / Name (Last, First, MI) | | | Company:  Department:  Ward / Floor: | | |
| Vehicle Make:  Vehicle Model: | | | Driver License Number:  Driver License State:  Expiration Date: | | |
| Vehicle Color:  Vehicle Year: | | | License Plate Number:  License Plate State:  Expiration Date: | | |
| **ITEM** | **WHAT TO CHECK** | **WHAT TO LOOK FOR** | | **CHECKOFF** | |
| **Tires** | Condition  NOTE: No mixing of radial tires/bias tires  Spare tire | Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least on mm of tread over entire surface  Use a penny and place it in the tire tread  Lincoln’s head facing you and toward the tire  If you can see all of Lincoln’s head it is not ok  Spare tire (inflated), jack, lug wrench | | Front  Pass | Rear  Fail |
| **Lights** | Head lights  Tail lights  Brake lights  Turn signals  Backup lights  Four-way flashers  License plate light | Both high and low beams operational, cracked, condensation, secured  Lenses intact, tail lights work when turned on (red)  Lenses intact, brake lights work when brake is applied (red)  Lenses intact, left and right turn signals blink  (red lights in rear and yellow lights in front)  Lenses intact, left and right backup lights work (White Light)  Lenses intact, left and right turn signals flash/blink at the same time  Lenses intact, does light stay on | | Left  Left  Left  Front Left  Rear Left  Left  Front Left  Rear Left  Pass | Right  Right  Right  Front Right  Rear Right  Right  Front left  Front Right  Fail |
| **Windshield**  **/ Windows /**  **Wipes** | Windshield  Rear Window  Windows  Window Controls  Windshield Wipers | Not cracked, broken or scratched to the degree that impairs vision  Not cracked, broken or scratched to the degree that impairs vision  Windows go up and down, not scratched or tinted to the degree that impairs vision  Check handles, push electric buttons  Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear | | Pass  Pass  Pass  Pass  Pass | Fail  Fail  Fail  Fail  Fail |
| **Mirror** | Mirror outside  Mirror inside | Missing, cracked  Missing, cracked | | Pass  Pass | Fail  Fail |
| **Bumpers** | Bumper Front  Bumper Rear | Missing, lose, broken  Missing, lose, broken, bent in any way to cause a hazard | | Pass  Pass | Fail  Fail |

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| **ITEM** | **WHAT TO CHECK** | **WHAT TO LOOK FOR** | **CHECKOFF** | |
| **Brakes** | Brakes  Emergency Brakes | Foot pedal cannot travel more than half way to floor, does brake light stay on  Properly adjusted, check emergency brake by:  pull/push emergency brake, apply foot brake, gently press gas pedal and ensure brake holds vehicle | Front  Pass | Rear  Fail |
| **Interior** | Horn  Defroster Front  Defroster Rear  Emergency Equipment  Heater | Does it work  Ensure hot air blows out above the dash  Check light on dash, if in the winter, ensure it works by allowing the rear windshield to clear up  OPTIONAL First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, shovel, chains, tools, etc.  (Check host nation laws for any additional equipment required)  Ensure heater works | Pass  Pass  Pass  Pass  Pass | Fail  Fail  Fail  Fail  Fail |
| **Seatbelts** | Seatbelt Front/Rear  (Include shoulder harness during inspection, may have a center seat belt) | Missing, frayed, does not snap | Front | Rear |
| **License**  **/ Decals /**  **Insurance** | State Driver’s License  Installation Decal  License Plate (License plates match windshield decal –Europe only)  Insurance | Expired, missing  Missing, needs replacing  Expired, check sticker/decal to ensure plate is current  Does the operator have valid insurance | Pass  Pass  Pass  Pass | Fail  Fail  Fail  Fail |
| **Under the Hood** | Brake  Windshield Washer  Battery  Power Steering  Hoses | Filled to the appropriate level  Windshield washer fluid - increased usage during winter months  Check the color indicator on the battery – check terminals, clean and tight, battery held down securely  Filled to appropriate level  Cuts, cracks, leaks, bulges, chaffing, deterioration | Pass  Pass  Pass  Pass  Pass | Fail  Fail  Fail  Fail  Fail |

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| Inspector Rank & Name: | Signature: |
| Operator Rank & Name: | Signature: |
| Dept. Head/OIC/SEL/  Service Chief/NCOIC  Supervisor Approval: | Signature: |
| Date Inspection  Conducted: | Date of Follow-up  Inspection if necessary: |

Leave / Pass /

Holiday Dates: