

Vehicle Inspection Report

EXAMPLE

DATE	TIME	CHECK TYPE	TEMPLATE
2026-10-27	06:40	Pre-trip	Van
VEHICLE / UNIT ID	PLATE	ODOMETER	INSPECTOR / DRIVER
VAN-12	EX 2041	51,874 mi	Sam Rivera
LOCATION	North depot, bay 3		

DEFECTS SIGNED OFF

Pass 30 Defects 1 N/A 1 Unchecked 0

1 defect certified by Kim Alvarez: defects corrected.

32 of 32 checks marked

DEFECTS (1)

1. Exterior: Windshield and windows clear, undamaged

Drivable - repair soon

Stone chip about 8 mm, driver side, low on the glass.

CHECK ITEM	RESULT	SEVERITY	NOTES
EXTERIOR			
Body panels, doors and visible damage	PASS		
Windshield and windows clear, undamaged	DEFECT	Repair soon	Stone chip about 8 mm, driver side, low on the glass.
Mirrors and cameras secure and clean	PASS		
Wipers and washers working	PASS		
Headlights and high beam	PASS		
Brake, tail and reverse lights	PASS		
Turn signals, hazards and reflectors	PASS		
License / number plates secure and legible	PASS		
Exhaust: no leaks, smoke or excess noise	PASS		
WHEELS			
Tire tread, sidewalls and inflation	PASS		
Wheels, rims and wheel nuts secure	PASS		
Spare tire and jack	N/A		
ENGINE BAY			
Engine oil level	PASS		
Coolant level	PASS		
Brake and power steering fluid	PASS		
Washer fluid level	PASS		
No leaks; belts and hoses intact	PASS		
Battery secure, not leaking	PASS		
CABIN			
Dashboard warning lights after start	PASS		
Service brake pedal feel and travel	PASS		
Parking brake holds	PASS		

CHECK ITEM	RESULT	SEVERITY	NOTES
Steering free play and power assist	PASS		
Horn	PASS		
Seats and seat belts	PASS		
Heater, defroster and demister	PASS		
EQUIPMENT			
Emergency kit: triangles, extinguisher, first aid	PASS		
Registration and insurance documents	PASS		
Previous inspection report reviewed	PASS		
CARGO			
Cargo doors, latches and tailgate lock	PASS		
Load secured and within weight limits	PASS		
Bulkhead, floor and racking secure	PASS		
Side marker lights	PASS		

GENERAL NOTES

Chip reported to the fleet desk at 06:55. Sample report: names and vehicle are made up.

SIGN-OFF

DRIVER / INSPECTOR

I inspected this vehicle and reported the defects listed.



Signature

Signed on screen 2026-10-27 06:52

Printed name: Sam Rivera

Repair notes: Resin repair, work order 4417.

NEXT DRIVER REVIEW

I have reviewed this report and the repair certification above.

Signature

REPAIR CERTIFICATION (MECHANIC / MANAGER)

☒ Defects corrected

☐ Correction not needed for safe operation



Signature

Signed on screen 2026-10-29 15:10

Printed name: Kim Alvarez

Date