

RISK CONTROL SERVICES

PREVENTATIVE MAINTENANCE CHECKLIST

There should be a preventative maintenance schedule for all housing agency vehicles. This should include both daily inspections and regular vehicle maintenance inspections. Daily inspections should be conducted by the first driver of the day for each vehicle. This will ensure the vehicle is in proper condition. There should also be an inspection performed for each vehicle at the end of each day by the last driver of the vehicle. This inspection will note the condition of the vehicle, and any problems or issues that should be addressed.

Preventative Maintenance Checklist

Date _____ Time: _____ Vehicle No. _____ Mileage _____

Item	Good Condition	Needs Attention	Not Applicable
Service brakes			
Parking brake			
Steering system			
Headlights			
Hazard lights			
Interior lights			
Turn signals			
Back-up lights			
Tires			
Horn			
Speedometer, odometer, tachometer			
Windshield - wipers and washer			
Mirrors- rearview and side view			
Air conditioning, heater, defroster			
Seat belts			
Radio			
Unusual noises - engine, transmission, brake			
Exhaust system - leaks and repair			
Windows- cracks, chips			
Door latches			
Condition of first-aid kit			
Oil and air filters- replace as needed			

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Explain issues noted on previous page:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Name of driver (Print): _____

Signature of driver: _____

☐ First driver of the day

☐ Last driver of the day

☐ Other: _____