

Daily Vehicle Inspection Log

Driver Name	Vehicle ID / License Plate	Odometer Start	Odometer End	Notes

Inspection Checklist

(Check = Ok X = Defect, N/A = Not Applicable, Comments if X)

Area / Component	Status	Comments / Actions Taken
Exterior & Body		
Headlights (low / high)		
Tail lights / brake lights		
Turn signals / hazard lights		
Reverse lights		
License plate light		
Reflectors / marking lights		
Windshield / windows / mirrors (cracks, clarity)		
Wipers / washer fluid		
Body damage / loose panels		
Tires (condition, tread depth, inflation)		
Wheels / lug nuts		
Fuel cap / fuel leak		

Door operation / handles / locks		
Underhood / Engine / Fluids		
Engine oil level		
Coolant / radiator		
Power steering fluid		
Brake fluid		
Transmission fluid		
Belts / hoses (cracks, wear)		
Battery / terminals		
Air intake / filters		
Brakes, Steering & Suspension		
Brake pedal / responsiveness		
Parking brake / emergency brake		
Steering play / alignment		
Shock absorbers / suspension components		
Safety / Emergency Equipment		
Seat belts / restraints		
Fire extinguisher (charged, accessible)		

First aid kit / medical kit		
Warning triangles / road flares		
Horn / audible signals		
Mirrors (interior / side) secure / clear		
Interior / Passenger Area		
Seats & upholstery condition		
Floor mats / flooring		
Interior lights		
Climate control / HVAC (heating, cooling)		
PA / intercom / communication devices		
Wheelchair ramp / lift (if applicable)		
Securement straps / tie-downs		
Handrails, grab bars, steps		
Doors / latches / ramps (operate smoothly)		
Cleanliness / debris / obstructions		
Fuel level / fueling plan		
Vehicle registration / permits visible		
Insurance cards / documentation on board		
Any fluid leaks under vehicle		

Defects / Repairs Section

If any component is marked with an **X**, note details here and ensure repair before the vehicle is used with passengers:

Item / Component	Defect Description	Action Required / Repair Deadline	Repaired By / Date

Driver Acknowledgement

I certify that I conducted the above inspection before using the vehicle today. I will not transport passengers until any critical defects are corrected.

Driver Signature: _____

Date / Time: _____

Suggested Usage & Recordkeeping Notes

1. **Retention:** Keep these daily logs for a minimum of (e.g.) 3 years (or per your funding / regulatory requirement) in your maintenance records.
2. **Follow-up:** Any defects noted should be addressed immediately or within a defined timeframe. Critical items (brakes, lights, steering, lift) must be remedied prior to use.
3. **Supervisory review:** A supervisor or maintenance manager should periodically review completed logs for recurring issues or trends.
4. **Annual / periodic maintenance:** This daily log does *not* replace required periodic inspections (mechanical / certified inspections, DOT inspections, etc.). Remember that Ohio law and federal rules require annual inspection and documentation for commercial vehicles. [Motor Carrier Analysis Online+2Ohio Department of Natural Resources+2](#)
5. **Local / contract requirements:** Your Medicaid, county, or state NEMT contract may have additional required items (e.g. cleaning protocol, infection control, driver screening, etc.). Include those items if needed.