

Fleet Vehicle Checklist: Light and Medium Duty Walk

Blank copy

Unit, driver, and miles

DATE

LOCATION

DRIVER NAME

UNIT NUMBER

LICENSE PLATE

MAKE

VEHICLE TYPE

WALK TYPE

FUEL LEVEL

TIME

FLEET OR COMPANY

EMPLOYEE OR BADGE NO.

VIN

YEAR

MODEL

GVWR CLASS

ODOMETER MILES

☐ Open defects from the last walk were reviewed before this dispatch.

Exterior, lamps, and tires				
Item	OK	Defect	N/A	Notes
Low-beam headlamps	☐	☐	☐	
High-beam headlamps	☐	☐	☐	
Front turn signals and parking lamps	☐	☐	☐	
Taillamps and license-plate lamp	☐	☐	☐	
Stop lamps and high-mounted stop lamp	☐	☐	☐	
Hazard warning flashers	☐	☐	☐	
Side marker lamps and reflex reflectors	☐	☐	☐	
Backup lamp	☐	☐	☐	
Fog or auxiliary lamps	☐	☐	☐	
Lamp lenses and moisture	☐	☐	☐	
Windshield, side, and rear glass	☐	☐	☐	
Wiper blades and washer	☐	☐	☐	
Exterior mirrors	☐	☐	☐	

Body, bumpers, and doors	☐	☐	☐	_____
Cargo, bed, or van load	☐	☐	☐	_____
Tailgate, cargo doors, and spare	☐	☐	☐	_____
Cold tire pressure vs placard	☐	☐	☐	_____
Tread depth	☐	☐	☐	_____
Tire condition, wheels, and TPMS	☐	☐	☐	_____

Underhood fluids and leaks

Item	OK	Defect	N/A	Notes
Hood latch and stay	☐	☐	☐	_____
Engine oil	☐	☐	☐	_____
Coolant level	☐	☐	☐	_____
Brake fluid reservoir	☐	☐	☐	_____
Power steering fluid	☐	☐	☐	_____
Windshield washer fluid	☐	☐	☐	_____
Visible belts and hoses	☐	☐	☐	_____
Battery, cables, and hold-down	☐	☐	☐	_____
Visible engine-bay leaks	☐	☐	☐	_____
Fuel cap	☐	☐	☐	_____
Engine air filter housing	☐	☐	☐	_____

Interior and safety

Item	OK	Defect	N/A	Notes
Seat belts in use	☐	☐	☐	_____
Horn	☐	☐	☐	_____
Warning lamps at start	☐	☐	☐	_____
Gauges and fuel	☐	☐	☐	_____
Brake pedal feel and reserve	☐	☐	☐	_____
Parking brake hold	☐	☐	☐	_____
Steering feel	☐	☐	☐	_____
Defroster and HVAC	☐	☐	☐	_____
Interior and dash lamps	☐	☐	☐	_____
Doors, windows, and locks	☐	☐	☐	_____

Cab cargo and loose objects	☐	☐	☐	_____
Mirrors adjusted from the seat	☐	☐	☐	_____

Documents in the vehicle

Item	OK	Defect	N/A	Notes
Registration in the vehicle	☐	☐	☐	_____
Insurance card	☐	☐	☐	_____
Plate matches the papers	☐	☐	☐	_____
State inspection sticker	☐	☐	☐	_____
Owner manual or fleet packet	☐	☐	☐	_____
Odometer miles recorded	☐	☐	☐	_____
USDOT number or cab card	☐	☐	☐	_____
Accident or incident packet	☐	☐	☐	_____

Defects and sign-off

DEFECTS FOUND

ACTION TAKEN

☐ Vehicle is in safe operating condition for this shift

DRIVER SIGNATURE

TIME SIGNED

SUPERVISOR OR SHOP SIGNATURE (IF REPAIRS)

OTHER COMMENTS

Reference only. Verify against the vehicle OEM procedure and applicable regulations.