

APPENDIX B***PRE-TRIP VEHICLE INSPECTION*****Daily:**

Note: Daily items should be checked by the driver of the vehicle.

- Check fluid level in engine / power steering / hydraulics / brake / clutch / coolant – if applicable
- Check all engine belts / hoses for leaks and wear
- Check tires for cuts / pressure / loose nuts / rims / wear
- Check that all lights are clean and working
- Check brake and clutch operation
- Look for visible leaks around and under the vehicle
- Start engine / check all gauges and instruments / horn
- Inspect glass and body for damage
- Check windshield wipers / fluid
- Check for unusual noises

Weekly:

Note: Weekly items should be checked by the individual assigned the responsibility for the repairs and general maintenance of the vehicle.

- Check the transmission / differential / transfer case / gear boxes / hydraulic system for fluid level and leaks, if applicable
- Check battery fluid / terminals / cables
- Check for loose bolts / loose or bare wires
- Check exhaust system for looseness and leaks / springs
- Check air filter / connections

Important Reminder

If you are traveling out-of-province, overnight or a long distance, see [Appendix A](#) to determine specific requirements and limitations that may apply in relation to trip permits and completion of log book information.