

# VEHICLE INSPECTION REPORT

DATE: \_\_\_/\_\_\_/\_\_\_

OFFICER: \_\_\_\_\_

VEHICLE: # \_\_\_\_\_

BEGINNING MILEAGE: \_\_\_\_\_

ENDING MILEAGE: \_\_\_\_\_

*Every officer using a fleet vehicle MUST perform a walk around inspection of the vehicle and document their finding on this form.*

**BEGINNING CONDITION:**

**ENGINE:** (under the hood)

FUEL:	<b>E</b>	1/3	1/2	3/4	<b>F</b>
OIL:	FULL OR ADD				
BATTERY:	GOOD POOR REPLACE				
BELTS:	GOOD POOR REPLACE				
TRANSMISSION:	FULL OR ADD				
COOLANT:	FULL OR ADD				
OTHER:					

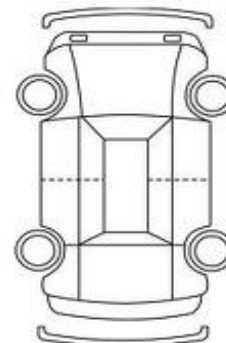
**INTERIOR:**

INSTRUMENT PANEL:	GOOD	LIGHTS ON
SEAT BELTS:	GOOD	POOR REPLACE
HORN:	YES	NO
FLASHLIGHT:	YES	NO
EMERGENCY LIGHTS:	YES	NO
FLEET CARD:	YES	NO
CLEANLINESS:	PASS	FAIL

**EXTERIOR:**

SPOTLIGHT:	YES	NO
HEADLIGHTS:	YES	NO
TURNING SIGNALS:	YES	NO
REVERSE LIGHTS:	YES	NO
WIPERS:	GOOD POOR REPLACE	
LICENSE PLATE:	YES	NO
PLATE LIGHT:	YES	NO

Circle areas  
of damage on  
vehicle noted  
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**NOTES:**

**ENDING CONDITION:**

**ENGINE:** (under the hood)

FUEL:	<b>E</b>	1/3	1/2	3/4	<b>F</b>
OIL:	FULL OR ADD				
BATTERY:	GOOD POOR REPLACE				
BELTS:	GOOD POOR REPLACE				
TRANSMISSION:	FULL OR ADD				
COOLANT:	FULL OR ADD				
OTHER:					

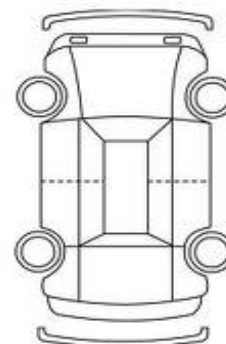
**INTERIOR:**

INSTRUMENT PANEL:	GOOD	LIGHTS ON
SEAT BELTS:	GOOD	POOR REPLACE
HORN:	YES	NO
FLASHLIGHT:	YES	NO
EMERGENCY LIGHTS:	YES	NO
FLEET CARD:	YES	NO
CLEANLINESS:	PASS	FAIL

**EXTERIOR:**

SPOTLIGHT:	YES	NO
HEADLIGHTS:	YES	NO
TURNING SIGNALS:	YES	NO
REVERSE LIGHTS:	YES	NO
WIPERS:	GOOD POOR REPLACE	
LICENSE PLATE:	YES	NO
PLATE LIGHT:	YES	NO

Circle areas  
of damage on  
vehicle noted  
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**NOTES:**

**DEFICIENCIES:**

**CERTIFICATION**

**OFFICER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Officers may be held liable to PCI for any damages to vehicles that were not documented on the Vehicle Inspection Report.

