

The Complete Fleet Vehicle Maintenance Checklist

New Fleet Vehicle Checkpoints

Use the worksheet below to record your initial assessment of a vehicle when adding it to your fleet.

Previous owner/dealer purchased from	
Maintenance history	
Parts that have been replaced	
Accidents it was involved in	
Full inspection report available?	
Mileage	
Fluid levels	
Tire condition	

Regular Driver Inspection Checkpoints

Use the worksheet below to keep track of the condition of fleet vehicles on a regular basis.

Warning lights that have signaled problems	
Condition of wipers, breaks, mirrors	
Tire wear and tire pressure	
Glass or windshield damage	
Heavy use, increased mileage, etc	
Driving performance, steering, braking	
Unusual noises, smells, vibrations	

Fleet Vehicle Maintenance Checklist

Exterior

- Verify the condition of the undercarriage and frame of the vehicle.
- Report any rust or points of corrosion.
- Check the moving components in doors and windows.
- Confirm that mirrors are secure.
- Test all exterior lights.

Glass & Windshield

- Check for chips, cracks, leaks or other signs of damage.
- Refill/change the windshield fluid.
- Replace the windshield wipers.

Engine

- Change the oil and filters.
- Inspect the cooling and fuel systems.
- Control the belts and hoses.
- Refill/change antifreeze.
- Checking for fluid leaks. Refill/change.

Transmission

- Refill/change the fluid.
- Check the transmission mount.

Brakes

- Assess brake pad wear. Change brake pads and rotors when needed.
- Refill/change the brake fluid level.
- Check drive shafts and CV joints.

Wheels & Tires

- Control the conditions of tires, tread depth, wheels and rims.
- Rotate/replace tires as needed.
- Change tires seasonally, if necessary.

Cab/Interior

- Ensure that all the interior lights work properly.
- Inspect the condition of the seats and seatbelts.
- Check vehicle comfort systems including heating, air conditioning and defrost.

Other Inspection Points

- Steering and suspension system, including fluids,
- Electrical system components,
- Exhaust system,
- Auxiliary systems,
- Horn.

Space for Notes
