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.

<table>
<thead>
<tr>
<th>Previous owner/dealer purchased from</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance history</td>
<td></td>
</tr>
<tr>
<td>Parts that have been replaced</td>
<td></td>
</tr>
<tr>
<td>Accidents it was involved in</td>
<td></td>
</tr>
<tr>
<td>Full inspection report available?</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
</tr>
<tr>
<td>Fluid levels</td>
<td></td>
</tr>
<tr>
<td>Tire condition</td>
<td></td>
</tr>
</tbody>
</table>

Regular Driver Insepection 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**

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