

UNIVERSITY OF GUELPH FLEET VEHICLE DAILY CIRCLE CHECK

Week of: _____ to _____ Department: _____

Location: _____ Area Supervisor: _____

Daily Circle Check

Parking brake – adequate to hold vehicle.

Fluid levels – oil, gas, brakes. Check for leaks.

Lights and turn signals – functioning.

Visibility check – mirrors properly adjusted, windows clean and intact.

Wiper/washer – functioning.

Tires – pressure, tread depth or damage.

Wheels and fasteners – defects in rim, loose or missing fasteners.

Seat belts – must be worn.

Load – secure and complying with regulations (for example, compressed gases).

Emergency equipment – installed and inspected as required by law or company policy.

Record and report any defects to your supervisor immediately!

Date: _____	Inspector: _____
1) Bring your driver's license. 2) Before starting engine, check: <input type="checkbox"/> Fluid levels (oil, gas, brake, washer - evidence of leaks?) <input type="checkbox"/> Visibility (damage to mirrors/windows?) <input type="checkbox"/> Wipers (any damage?) <input type="checkbox"/> Tires (any damage? flat?) <input type="checkbox"/> Load (hitch okay? load secure?) <input type="checkbox"/> Emergency equipment (present?) 3) Enter vehicle, start engine, check: <input type="checkbox"/> Damage to seatbelt? Fasten belt.	<input type="checkbox"/> Parking brake (functioning?) <input type="checkbox"/> Foot brake (functioning?) <input type="checkbox"/> Clutch and gearshift (smooth?) <input type="checkbox"/> Steering (any play?) <input type="checkbox"/> Lights (functioning?) <input type="checkbox"/> Dash control panel (operational?) <input type="checkbox"/> Wipers (functioning?) <input type="checkbox"/> All moving parts (any noises?) <input type="checkbox"/> Horn (operational?) <input type="checkbox"/> Vehicle back-up alert (operational?) 4) Proceed if no problems found.
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IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE VEHICLE!