

Daily Pre-Trip Inspection Checklist

Driver Name: _____ Vehicle Number: _____

Date: _____

Step	Inspection Zone	Critical Checkpoints	Driver Sign-Off (Done)
1	Front & Engine Bay	• Check under vehicle for fluid puddles (oil/coolant) • Check engine oil, coolant, and brake fluid levels • Inspect fan belts for cracks or loose tension • Test headlights, high/low beams, and indicators • Check windscreen for cracks and wiper blade wear	☐
2	Left Front Wheel	• Inspect tyre for sidewall cuts, bulges, or deep cracks • Check tread depth (minimum 1.6 mm legal limit) • Ensure all lug nuts are tight (no rust streaks) • Check for leaking shock absorbers behind the wheel	☐
3	Left Side & Underbody	• Clean and adjust passenger-side mirrors • Ensure fuel cap is locked; check for dampness/leaks • Check underbody for hanging wires or loose exhaust • Inspect side body panels for structural damage	☐
4	Rear of Vehicle	• Test brake lights, tail lights, and reverse lights • Ensure High-Security Registration Plate (HSRP) is clean • Check exhaust pipe for security and excessive soot • Confirm boot or cargo doors are locked and secure	☐
5	Right Side & Rear	• Inspect right-side tyres for inflation and wear • Check that mudflaps are intact (protects two-wheelers) • Clean the mandatory red (rear) and yellow/white (side) reflective tapes	☐
6	Right Front Wheel	• Check driver-side wheel condition and lug nuts • Clean the driver-side window and wide-angle mirrors • Test the driver door latch and rubber sealing	☐
7	In-Cab Final Check	• Adjust seat posture and test seatbelt locking mechanism • Turn on ignition; verify no dashboard warning lights stay on • Test horn, wipers, clutch/brake pedal play, and handbrake • Mandatory Documents: Verify valid RC, Insurance, PUC, and DL	☐