

Vehicle Pre-trip Inspection and Mileage Log

This log and checklist is to be filled in each day a vehicle is used for Council business and the owner of the vehicle is receiving a mileage allowance from the Council for that use.

It is required that all motor vehicles used for Council business be regularly inspected and maintained by a qualified person and according to the manufacturer's specifications.

Any defect or condition of the vehicle that might affect the safety of the driver, the passengers or other vehicles, must be corrected before the vehicle is used.

Name: _____ Vehicle: _____

| Pre-Trip Inspection Check-List | | | |
|--------------------------------|--------------------|----------------|------------------|
| Planning Your Trip | Circle Check | Under the Hood | Behind the Wheel |
| Travel Plan Submitted | Tire condition | Washer Fluid | Seatbelts on! |
| Road Conditions Checked | Lights and signals | Oil level | Horn/Wipers |
| Dressed for Weather | Windshield/Windows | Fluids | Mirrors |
| Emergency Equipment | Load secured | Belts | Brakes |

| Date (dd/mm/yyyy) | Pre-trip (✓) | From | To | Odometer Reading | | Mileage |
|-------------------|--------------------------|------|----|------------------|--------|---------|
| | | | | Start | Finish | |
| / / | <input type="checkbox"/> | | | | | |
| / / | <input type="checkbox"/> | | | | | |
| / / | <input type="checkbox"/> | | | | | |
| / / | <input type="checkbox"/> | | | | | |
| / / | <input type="checkbox"/> | | | | | |
| / / | <input type="checkbox"/> | | | | | |
| / / | <input type="checkbox"/> | | | | | |
| / / | <input type="checkbox"/> | | | | | |

Corrective Actions Reminder: