

**City of San Antonio Office of Risk Management  
City Vehicle Inspection Form**

<b>Date</b>		<b>Department</b>		<b>Vehicle #</b>		<b>Service Center</b>	
<b>Starting Mileage</b>		<b>Ending Mileage</b>		<b>Driver</b>			
<b>Received By</b>				<b>Repairs Made on Work Order #</b>			

*(Fleet Representative)*

	Inspection Point	Pre	Post	N/A
<b>Exterior</b>				
1.	State inspection sticker			
	Expiration Month _____			
2.	Presence of leaks under vehicle			
3.	Windows & windshield wipers			
4.	Body condition: cleanliness/damage			
5.	Mirrors (condition & adjustment)			
6.	Vehicle warning signs/markings			
7.	Tires			
	a. Tread thickness			
	b. Tire Pressure			
8.	Headlights – Hi-Low/Daytime Running			
9.	Strobe Lights			
10.	Directional Lights			
11.	Emergency Flashers			
12.	Brake/Back Up Lights			
<b>Interior</b>				
13.	Inside of the vehicle clean			
14.	Interior lights			
15.	Valid Texas Driver’s License			
16.	Seats & seat belts			
17.	Insurance form inside vehicle			
18.	Gauges (temp, fuel, air, oil)			
19.	Back-up warning alarm			
20.	Parking brake			
21.	Horn			
22.	Heater, defroster & A/C			

	Inspection Point	Pre	Post	N/A
<b>On Board Safety/Emergency Equipment</b>				
23.	First aid kit			
	Expiration Month _____			
24.	Fire extinguisher			
25.	Warning triangle			
26.	Hard hat			
27.	Traffic safety vest			
28.	Work boots / work gloves			
29.	Safety glasses			
<b>Post-Trip Actions</b>				
30.	Refuel vehicle (if needed)			
31.	Clean vehicle			
<b>Other Items Not Listed</b>				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				

**NOTE: If no spotter is available to assist in backing out of a parked space or area, the driver shall use “Get Out and Look (G-O-A-L)” to gauge the movement needed and ensure the vehicle rear, sides, and overhead are clear from obstruction and hazards.**

**Pre-Trip Vehicle Inspection Comments**

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**Post-Trip Vehicle Inspection Comments**

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I have performed all the required checks on this vehicle. I noted the discrepancies on this inspection form and reported them to my supervisor.

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\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Supervisor Signature