*Complete this form for safety inspections for rarely utilized, but essential or seasonal vehicles*. This form is not to be used for monthly inspections.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vehicle State ID:** | **Vin:** | | | | | **Odometer:** | |
| **Comments:** | | | | | | | |
| **Outside Inspection:** | |  | | |  | |  |
| Checked all tires for appropriate pressure | | OK | | Needs Attention | | | Immediate Attention |
| Checked for sidewall damage | | OK | | Needs Attention | | | Immediate Attention |
| Checked windshield for cracks or chips | | OK | | Needs Attention | | | Immediate Attention |
| Checked for spare | | OK | | Needs Attention | | | Immediate Attention |
| Checked for Jack | | OK | | Needs Attention | | | Immediate Attention |
| Checked for tread depth | | OK | | Needs Attention | | | Immediate Attention |
|  | |  | |  | | |  |
| **Under the hood:** | |  | |  | | |  |
| Checked for signs of animal infestation | | OK | | Needs Attention | | | Immediate Attention |
| Checked for leaks around hoses | | OK | | Needs Attention | | | Immediate Attention |
| Visual inspection of belts for cracks | | OK | | Needs Attention | | | Immediate Attention |
| Checked oil | | OK | | Needs Attention | | | Immediate Attention |
| Checked transmission fluid | | OK | | Needs Attention | | | Immediate Attention |
| Checked antifreeze | | OK | | Needs Attention | | | Immediate Attention |
| Checked windshield washer fluid | | OK | | Needs Attention | | | Immediate Attention |
| Checked for corrosion on battery terminals | | OK | | Needs Attention | | | Immediate Attention |
| Checked for clean air filter | | OK | | Needs Attention | | | Immediate Attention |
|  | |  | |  | | |  |
| **Inside Inspection:** | |  | |  | | |  |
| Checked for signs of animal infestation | | OK | | Needs Attention | | | Immediate Attention |
| Checked to ensure vehicle starts | | OK | | Needs Attention | | | Immediate Attention |
| Checked headlights | | OK | | Needs Attention | | | Immediate Attention |
| Checked brake lights | | OK | | Needs Attention | | | Immediate Attention |
| Checked turn signals | | OK | | Needs Attention | | | Immediate Attention |
| Checked flashers | | OK | | Needs Attention | | | Immediate Attention |
| Checked horn | | OK | | Needs Attention | | | Immediate Attention |
| Checked A/C and heater | | OK | | Needs Attention | | | Immediate Attention |
| Checked for state insurance card | | OK | | Needs Attention | | | Immediate Attention |
| Checked for state fuel card | | OK | | Needs Attention | | | Immediate Attention |
| Checked for maintenance packet (if applicable) | | OK | | Needs Attention | | | Immediate Attention |
|  | |  | | |  | |  |
| **Notes:** | | | | | | | |
| **Reported to appropriate agency personnel. Name of person issues were reported**: | | | | | | | |
|  | | | | | | | |
| **Your Signature**: Reviewed 1/18 | | | **Date:** | | | | |
|  | | |  | | | | |