

VEHICLE CONDITION INSPECTION CHECK LIST

NAME OF FACILITY: _____ SENIOR CENTER ADMINISTRATOR: _____ MONITOR: _____

DATE: _____ VEHICLE INSPECTION BY: _____ BI-ANNUAL OR ANNUAL INSPECTION: _____

SENIOR CENTER	VEHICLE # 1	VEHICLE # 2	VEHICLE # 3	VEHICLE # 4	Comments / Findings <input type="checkbox"/> Critical <input type="checkbox"/> Non Critical <input type="checkbox"/> No Findings Corrective Action Description
VEHICLE ADMINISTRATION RECORDS					
Year/ Make/ Model					
License Plate Number					
Vin Number					
Mileage					
Title Certificate					
Registration Certificate					
Insurance					
Vehicle Maintenance Report					
UNDER HOOD					
Oil Level Full					
Battery Secure & Free of Corrosion					
Windshield Washer Fluid Full					
Hoses/Belts in Satisfactory Condition					
Coolant Level Satisfactory					
EXTERIOR					
Tires in Good Condition; 1/8" Minimum Tread					
Windows Free of Cracks					
Windows Clean and Visibility Satisfactory					
Headlights Working Properly					
Windshield Wipers Working Properly					
Windshield Wipers in Good Condition					
Rear Wipers Working Properly					
Rear Wipers in Good Condition					
Mirrors Free of Cracks					
Taillights Working Properly					
Signal Lights Working Properly					
Brake Lights Working Properly					
Emergency (Hazard) Lights Working Properly					

SENIOR CENTER	VEHICLE # 1	VEHICLE # 2	VEHICLE # 3	VEHICLE # 4	Comments / Findings <input type="checkbox"/> Critical <input type="checkbox"/> Non Critical <input type="checkbox"/> No Findings Corrective Action Description
INTERIOR					
Starter (Engine Starts)					
Brakes (Working Properly)					
Parking Brake (Working Properly)					
Steering Mechanism					
Heater Working Properly					
A/C Working Properly					
Front Defrost Mechanism Working Properly					
Rear Defrost Mechanism Working Properly					
Interior Lights Working Properly					
Odometer Working Properly					
Speedometer Working Properly					
Gas Gauge Working Properly					
Temperature Gauge Working Properly					
Horn Working Properly					
RESTRAINT SYSTEMS					
Wheel Chair Belts					
Passenger Seat Belts					
Wheel Chair Restraints					
Driver's Seat Belt					
LIFT/RAMP					
Cycle Lift					
Lift Mechanism Working Properly					
Ramp Folds/Unfolds					
Ramp Locking Device Functional					
SAFETY					
Emergency Phone Contact List					
Vehicle Registration					
First Aid/Bodily Fluid Kit					
Fire Extinguisher					
Proof of Insurance					
Emergency Triangle Kit					
Working Flashlight					

If Provider has more than 4 vehicles, add additional Sheets