**SCA Vehicle Inspection Checklist**

**Conservation Corps**

**Inspector: Date:**

**Vehicle: Crew:**

**Daily Inspection Checklist**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Vehicle** | **Date/ Initials** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Fuel level (*If 1/4 tank, fill*) |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Oil (Check dip stick and document level) |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Window washing fluid (*Check to see if it works*) |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Tire pressure (W*rite in psi*) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lights / Signals (*Head, rear, braking, turning and backing*) |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Mirrors (*Adjust/check from driver’s seat)* |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Inspect Windshield wipers |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Walk around *(Is there any damage to the vehicle? Where?)* |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| **Equipment** |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Tire pressure gauge |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Keys (*2*) |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Quart of oil |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Windshield washer fluid |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Spare tire, jack, and tire iron |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Chocks |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Funnel |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Fire Extinguisher |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| First aid kit |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Emergency kit (*Jumper cables, flash light, orange vest, gloves, rags, Caution Triangles, Chains, ice scraper, tow rope, WD-40, Water, flashlight)* |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| **Vehicle Binder** |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| ERP (*Is the location you’re traveling to covered by the current ERP?)* |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Working pen/pencil |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| WEX card |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Insurance card |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Vehicle Log |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Incident Report Form |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Guidelines for reporting accidents |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Crew medical forms |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Personal Items |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Sunglasses |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| Driver’s License |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |

**SCA Vehicle Inspection Checklist**

**Conservation Corps**

**Inspector: Week date range:**

**Vehicle: Crew:**

**Weekly Inspection Checklist**

|  |  |  |
| --- | --- | --- |
| **Vehicle Part** | **√** | **Comments** |
| Transmission fluid level (Write in level) |  |  |
| Brake fluid level (Write in level) |  |  |
| Coolant fluid level (Write in level) |  |  |
| Belts / Hoses (Cracks?) |  |  |
| Power Steering Fluid (Write in level) |  |  |
| Battery (Corrosion?) |  |  |
| Spare Tire / Jack/Tire Iron |  |  |
| Fenders / Bumpers (Dents?) |  |  |
| Tire tread |  |  |
| Roof / Roof rack |  |  |
| Doors / Door Latches Working? |  |  |
| Windows working? |  |  |
| Seat Belts functioning? |  |  |
| Do the panel controls function? |  |  |
| Horn |  |  |
| Tire pressure gauge |  |  |
| Keys (*2*) |  |  |
| Quart of oil |  |  |
| Windshield washer fluid |  |  |
| Chocks |  |  |
| Funnel |  |  |
| First aid kit |  |  |
| Emergency kit (*Jumper cables, flash light, orange vest, gloves, rags, Caution Triangles, Chains, ice scraper, tow rope, WD-40, Water, flashlight)* |  |  |