

## Appendix E

Form VC - 1, 09/11

### STATE VEHICLE MONTHLY MAINTENANCE CHECK LIST

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Agency Name: \_\_\_\_\_ Asset No. \_\_\_\_\_

| ELEMENT   | SATISFACTORY<br>(X)      | UNSATISFACTORY<br>(X)    |
|---|--------------------------|--------------------------|
| 1. Brakes - Do service brakes and parking brake operate?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Lights - Check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?               | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Tires - Check Pressure against P.S.I. noted on tire. Check for defects such as unusual wear pattern, bubbles or deformed sidewalls. Is spare tire ok?      | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Belts/hoses - Are they quiet with engine running? Any hose leaks?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Windshield wipers/Fluid - Do they operate and remove washer fluid when tested? Is reservoir full, does it pump when operated?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Engine oil - Check oil fluid level on oil stick. Is the oil line above the full mark on the stick? Are there any leaks?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Coolant - Is Fluid to full mark on reservoir?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Transmission - Check transmission fluid level on oil stick. Is the oil line above the full mark on the stick? Are there any leaks? Does it shift properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Steering - Does steering react when steering wheel is turned? Any noise? Is power steering fluid reservoir full?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Battery - Do vehicle lights appear dim? Are posts clear of corrosion?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Air Filter - Is air filter discolored?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Inspection Sticker - Is a current inspection Sticker in lower driver's side corner of windshield?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Seat belts - Are all seat belts and airbags present. Do seatbelts operate properly?   | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

Vehicle Assigned Driver: \_\_\_\_\_ Vehicle Tag Number: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_