

Daily Vehicle Inspection Checklist (Pre-Trip)

For the driver, before the first trip of the day. It takes about 5 minutes. Tick one box per line. A defect on a line marked ! means: do not drive, report it first.

Date	
Time	

A Vehicle and driver

Driver name		Employee ID	
Plate: emirate, code, number		Make and model	
Odometer (km)		Fuel / battery	☐ ¼ ☐ ½ ☐ ¾ ☐ Full

B Checklist

#	Item	OK	Defect	N/A	Comment
A. Documents and driver					
1	Driving licence valid and with the driver !	☐	☐	☐	
2	Mulkiya (vehicle registration) valid !	☐	☐	☐	
3	Insurance valid !	☐	☐	☐	
4	Salik tag on the windscreen, not damaged	☐	☐	☐	
5	Fuel card in the car	☐	☐	☐	
B. Outside the car (walk-around)					
6	No new damage to body, bumpers or mirrors since the last record	☐	☐	☐	
7	Windscreen and windows: no cracks	☐	☐	☐	
8	Headlights, rear lights, brake lights, indicators and hazard lights work !	☐	☐	☐	
9	Number plates clean, fixed and readable	☐	☐	☐	
10	Wipers and washer fluid	☐	☐	☐	
11	Tyres: pressure and tread OK, no cuts or bulges !	☐	☐	☐	
12	Tyre date code: tyres not expired !	☐	☐	☐	
13	Spare tyre or repair kit, and jack	☐	☐	☐	
14	No fluid leaks under the car	☐	☐	☐	
C. Under the bonnet (engine cold)					
15	Engine oil level	☐	☐	☐	
16	Coolant level	☐	☐	☐	
17	Brake fluid level	☐	☐	☐	
D. Inside the car					
18	Seat belts work on all seats !	☐	☐	☐	
19	No warning lights on the dashboard after start !	☐	☐	☐	
20	Brakes and steering feel normal in the first metres !	☐	☐	☐	
21	Horn works	☐	☐	☐	
22	Air conditioning cools	☐	☐	☐	
23	Fuel or battery charge enough for the trip	☐	☐	☐	
24	Cabin clean, no loose objects	☐	☐	☐	
E. Safety equipment					
25	Fire extinguisher in the car, gauge in the green, not expired	☐	☐	☐	
26	First aid kit	☐	☐	☐	
27	Warning triangle	☐	☐	☐	
28	Reflective vest (if your company policy requires it)	☐	☐	☐	

! = do not drive with this defect. Tyres: in Abu Dhabi, driving on expired tyres is fined AED 500 and 4 black points. Check the date code on the tyre sidewall.

C Result and sign-off

Result	☐ Safe to drive ☐ Not safe: do not drive, vehicle reported to the fleet coordinator		
Defects found			
Reported to (name, time)		Driver signature	

This is the driver's daily check. To hand a car to an employee or take it back, use the vehicle handover and return form: www.ct.ms/vehicle-handover-form-template

Weekly Vehicle Inspection Sheet

One sheet per vehicle per week. Each day, the driver checks the car before the first trip and marks every line: ✓ OK X defect (describe it below) – not checked or not applicable.

Week from	
to	

Plate: emirate, code, number		Driver(s)	
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#	Item	Mon	Tue	Wed	Thu	Fri	Sat	Sun
A. Documents and driver								
1	Driving licence valid and with the driver !							
2	Mulkiya (vehicle registration) valid !							
3	Insurance valid !							
4	Salik tag on the windscreen, not damaged							
5	Fuel card in the car							
B. Outside the car (walk-around)								
6	No new damage to body, bumpers or mirrors since the last record							
7	Windscreen and windows: no cracks							
8	Headlights, rear lights, brake lights, indicators and hazard lights work !							
9	Number plates clean, fixed and readable							
10	Wipers and washer fluid							
11	Tyres: pressure and tread OK, no cuts or bulges !							
12	Tyre date code: tyres not expired !							
13	Spare tyre or repair kit, and jack							
14	No fluid leaks under the car							
C. Under the bonnet (engine cold)								
15	Engine oil level							
16	Coolant level							
17	Brake fluid level							
D. Inside the car								
18	Seat belts work on all seats !							
19	No warning lights on the dashboard after start !							
20	Brakes and steering feel normal in the first metres !							
21	Horn works							
22	Air conditioning cools							
23	Fuel or battery charge enough for the trip							
24	Cabin clean, no loose objects							
E. Safety equipment								
25	Fire extinguisher in the car, gauge in the green, not expired							
26	First aid kit							
27	Warning triangle							
28	Reflective vest (if your company policy requires it)							
	Driver initials (each day)							

Defects this week					
Date	Item #	Defect	Reported to	Fixed on	Fleet coordinator