

## MONTHLY VEHICLE INSPECTION REPORT

**Please print all information**

Route #: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Plate #: \_\_\_\_\_

Contact Telephone #: \_\_\_\_\_

Current Mileage: \_\_\_\_\_ Make of Van: \_\_\_\_\_

Mileage at Last Oil Change & Lube\*: \_\_\_\_\_ Year of Vehicle: \_\_\_\_\_

\*Vehicles are routinely serviced every 5,000 miles. Please notify us when your vehicle is due.

Emissions Expiration Date: \_\_\_\_\_ **(Driver is responsible for keeping emissions testing current)**

Inspect your van regularly. Rate each item "S" for Satisfactory or "U" for Unsatisfactory. If you discover any defective equipment, immediately notify The Rideshare Company's vanpool operations department at (800) 972-3279, ext 216.

VEHICLE INFORMATION

GENERAL CONDITIONS

	S	U		S	U
1. Condition of Exterior (Body, Fenders, Chrome)			12. Engine Oil Level		
2. Windows, including Windshield			13. Transmission Fluid Level		
3. Condition of Interior (Seats, Floor, Headliner)			14. Battery (Corrosion-Free)		
4. Mirrors			15. *Engine (Smooth or Rough)		
5. *Seats and Shoulder Belts		<input type="checkbox"/>	16. Air Conditioner		
6. Headlights (Upper and Lower Beams)			17. *Brake Operation (Quiet, Noisy, Pulls)		
7. Taillights, Stop, and Turn Signals			18. *Steering		
8. License Plate Light			19. *Transmission (Smooth or Slips)		
9. Instrument Lights			20. Does Parking Break Hold Vehicle?		
10. *Windshield Wipers			21. *Fluid Leaks Under Vehicle		
11. Horn			22. Lift Operation (lift vans only)		
			23. Straps / Tie Downs (lift vans only)		

**\*Notify The Rideshare Company immediately if you discover any defective equipment.**

\*TIRE CONDITIONS

	S	U		S	U
22. Right Front			25. Left Rear		
23. Left Front			26. Spare Tire		
24. Rear			27. Tire Jack		
			28. Backup Alarm (Lift and new Ford full size vans only)		

**\*Notify The Rideshare Company immediately if you discover any defective equipment.**

INVENTORY

	S	U		S	U
1. Gas Card			4. Accident Report Form		
2. Insurance Card			5. Driver Manual		
3. Registration			6. Safety Triangles		

ACKNOWLEDGEMENT

I certify that I have personally inspected the above listed items and have not observed any defects that would impair the safe operation of the vehicle. I understand that this form is only a record of my inspection of the vehicle, and is not notification to The Rideshare Company (TRC) of any vehicle defects that I may have discovered. I will call TRC operations department at (800) 972-3279, ext. 216, immediately regarding any maintenance items that need attention.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_