

SBTC Disaster Relief 11/01/2024



Motor Vehicle Daily Check List and Report

DRIVER INFORMATION			
Date		Beginning Mileage	
Unit Number		Ending Mileage	
Driver		Purpose of Travel	
Starting Location		Has a copy/pic of your Driver's License been sent to State Director?	
Destination			

When fueling:

- Make sure you put the correct fuel in the vehicle. If you put the wrong fuel in a vehicle, do NOT start the engine and telephone for help.
- Diesel fuel transfer tank on DR trucks is "Off Road" fuel. To be used in equipment and generators and NEVER in a road vehicle.

START OF DAY CHECKLIST: WALK AROUND VISUAL INSPECTION OF VEHICLE			
<input type="checkbox"/>	Tires	Notes	
<input type="checkbox"/>	Leaks under engine/transmission		
<input type="checkbox"/>	Inspect vehicle for damage		

START OF DAY CHECKLIST: ENGINE			
<input type="checkbox"/>	Check engine oil		
<input type="checkbox"/>	If needed, add engine oil and note how much added		
<input type="checkbox"/>	Engine coolant		
<input type="checkbox"/>	Brake fluid		
<input type="checkbox"/>	Transmission		
<input type="checkbox"/>	Power steering fluid		
<input type="checkbox"/>	DEF on some diesel engines		

START OF DAY CHECKLIST: LIGHTS			
<input type="checkbox"/>	Start vehicle and check all lights and signals		
<input type="checkbox"/>	Headlights		
<input type="checkbox"/>	Park lights		
<input type="checkbox"/>	Brake lights		
<input type="checkbox"/>	Turn signals		
<input type="checkbox"/>	Warning lights (if equipped)		

END OF DAY CHECKLIST			
<input type="checkbox"/>	Record mileage at top of page		
<input type="checkbox"/>	Inspect vehicle for damage (report new damage)		
<input type="checkbox"/>	Any repairs or service needed to vehicle?		