



PIMA COUNTY FLEET SERVICES

DRIVER PRE-TRIP CHECKLIST

General Information
740-2670 (8:00 AM – 5:00 PM M-F)

Service Writers
Vehicle Towing & Maintenance
740-2674 (6:00 AM – 5:00 PM M-F)

After Hours
Towing Only (5:00 PM – 6:00 AM)
741-4911

If you have any questions or do not know how to check the items listed, please see your Transportation Coordinator.

DATE: _____ VEHICLE LICENSE NO: _____

IS THE VEHICLE IN SAFE OPERATING CONDITION?						
AUXILIARY SAFETY EQUIPMENT CHECK			LIGHT CHECK			
Registration	Yes	No	Headlights	Yes	No	
Windows <ul style="list-style-type: none"> • Clean • Free of Cracks 	Yes	No	Turn Signals	Yes	No	
			Brake Lights	Yes	No	
			4 – Way Flasher	Yes	No	
Mirrors <ul style="list-style-type: none"> • Condition • Adjustment 	Yes	No	Tail Lights	Yes	No	
			Clearance Lights (Trucks Only)	Yes	No	
			Reflectors (Trucks Only)	Yes	No	
Parking Brake	Yes	No				
Brakes	Yes	No	TIRE CHECK			
Wipers	Yes	No	Left Front (Pressure)	Yes	No	
Horn	Yes	No	Right Front (Pressure)	Yes	No	
Seat Belts	Yes	No	Left Rear (Pressure)	Yes	No	
Heater	Yes	No	Right Rear (Pressure)	Yes	No	
Defroster	Yes	No				
Air Conditioner	Yes	No	OTHER CHECK			
Tire Jack	Yes	No	Odometer Reading	Yes	No	
Spare Tire	Yes	No	Pima County Decal/Sticker	Yes	No	
			Vehicle Washed	Yes	No	
LEVELS CHECK		Yes	No	Interior Clean	Yes	No
Fuel Level	Yes	No	In case of accident packet information REPORTING GUIDELINES	Yes	No	
Engine Oil	Yes	No		Yes	No	
Power Steering Fluid	Yes	No	Check Body (Note any Dents and/or Scratches, etc. on the back of the form)	Yes	No	
Cooling System	Yes	No				
Transmission Fluid	Yes	No				

Please report any problems with the vehicle to your Transportation Coordinator. If the vehicle is safe to drive take it immediately to Fleet Services – Service Writers. If the vehicle cannot be driven safely pullover and call Fleet Services (numbers listed above) for a tow truck.

PRE-TRIP: I certify that all items listed above were personally checked and the vehicle was in safe operating condition.

Driver's Signature: _____

Date: _____

Please note if any body damage is present and unaccounted for below.

