

ITEMS TO BE CHECKED DAILY (CONTINUED)	CHECK			ALL CHECKS PERFORMED (OPERATOR SIGNATURE)	DATE	OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT ADMINISTRATIVE VEHICLES (LESS THAN 2 1/2 TON)			DATE (MO/YR)
	B	D	A			VEHICLE TYPE	BUMPER NO.	ODOMETER READINGS BEGINNING	
HORN	.	.			12	USING ORGANIZATION	LOCATION	TELEPHONE NO.	
LIGHTS (TURN SIG/REFLECTORS)	.	.			13	VEHICLE COORDINATING OFFICER'S NAME	GRADE	TELEPHONE NO.	
CLEAN WINDOW GLASS	.		.		14	ITEMS TO BE CHECKED DAILY			
STEERING		.			15	CHECK			
BRAKES/CLUTCH		.			16	ALL CHECKS PERFORMED (OPERATOR SIGNATURE)			DATE
UNUSUAL NOISE DURING OPERATIONS		.			17	B	D	A	
CARGO MOUNTED EQUIPMENT	.		.		18	CLEAN VEHICLE (IN/OUT)	.	.	1
EXHAUST SYSTEM	.				19	DAMAGE (IN/OUT MISSING ITEMS)	.	.	2
AIR CONDITIONER	.	.			20	TIRE INFLATION/SPARE/JACK/LUG WRENCH	.		3
					21	FUEL/OIL/COOLANT (LEVELS)	.		4
					22	LUBE/OIL CHANGE (DUE DATE)	.		5
					23	LEAKS (FUEL/OIL/WATER)	.	.	6
					24	BATTERY (CLEANLINESS/FLUID LEVEL)	.		7
					25	DRIVE BELTS/PULLEYS/FAN	.		8
					26	SAFETY DEVICES (BELTS/WARNING LIGHTS/MIRRORS)	.	.	9
					27	INSTRUMENTS (AMPS/TEMP/SPEEDOMETER/TACH/OIL PRESSURE)	.	.	10
					28	WINDSHIELD WIPERS/ARMS/WASHERS	.	.	11
					29				
					30				
					31				

B - BEFORE

D - DURING

A - AFTER

(CONTINUED ON BACK PAGE)

APD PE v1.0

