**Motor Vehicle Monthly Inspection Checklist**

<table>
<thead>
<tr>
<th>Date</th>
<th>License Plate/State ID #</th>
<th>Make</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model</td>
<td>Odometer/Hour Reading</td>
<td>TMA W/O No.</td>
</tr>
<tr>
<td>Vehicle/Equipment Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Employee:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Print)</td>
<td>(Signature)</td>
</tr>
</tbody>
</table>

### Starter/Battery: (start vehicle)
- [ ] Okay
- [ ] Needs attention
- [ ] Not applicable

### Engine: (noisy, misfires, other)
- [ ] Okay
- [ ] Needs attention
- [ ] Not applicable

### Transmission: (shift into gear and reverse)
- [ ] Okay
- [ ] Needs attention
- [ ] Not applicable

### Brakes:
- [ ] Okay
- [ ] Needs attention
- [ ] Not applicable

### Clutch: (shift into gear and reverse)
- [ ] Okay
- [ ] Needs attention
- [ ] Not applicable

### Electrical:
- Headlights
  - [ ] Okay
  - [ ] Needs attention
  - [ ] Not applicable
- Horn
  - [ ] Okay
  - [ ] Needs attention
  - [ ] Not applicable
- Tail lights
  - [ ] Okay
  - [ ] Needs attention
  - [ ] Not applicable
- Brake lights
  - [ ] Okay
  - [ ] Needs attention
  - [ ] Not applicable
- Turn signals
  - [ ] Okay
  - [ ] Needs attention
  - [ ] Not applicable
- Emergency flasher
  - [ ] Okay
  - [ ] Needs attention
  - [ ] Not applicable
- Reverse beeper
  - [ ] Okay
  - [ ] Needs attention
  - [ ] Not applicable

### Cooling:
- Temperature gauge
  - [ ] Cold
  - [ ] Normal
  - [ ] Hot (Needs attention)
  - [ ] Not applicable

### Tires:
- Tread/Wear
  - [ ] Okay
  - [ ] Needs attention
- Air Pressure
  - [ ] Okay
  - [ ] Low
  - [ ] Flat

### Comments for any items needing attention:

Retain in department files. For any items needing attention, please complete a service request with FMS or notify Vehicle Inspector for Farm vehicles.

- Chris Denlay, Vehicle Inspector, FMS, Zip 925 (campus vehicles)
- Phil Silliman, Vehicle Inspector, University Farm, Zip 270 (farm vehicles)

**NOTE:** If items needing attention result in unsafe driving conditions, do not operate vehicle or equipment until such time as maintenance is performed.

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