



Vehicle Pre-trip Inspection and Mileage Log

This log and checklist is to be filled in each day a vehicle is used for Tergo Solutions Ltd. business. It also must be filled out for company owned vehicles Driven by Tergo Solutions Ltd. Employee's

It is required that all motor vehicles used for Tergo Solutions Ltd. business be regularly inspected and maintained by a qualified person and according to the manufacturer's specifications.

Any defect or condition of the vehicle that might affect the safety of the driver, the passengers or other vehicles, must be corrected before the vehicle is used.

Name: _____ **Vehicle:** _____

Pre-Trip Inspection Check-List			
Planning Your Trip	Circle Check	Under the Hood	Behind the Wheel
Travel Plan Submitted	Tire condition	Washer Fluid	Seatbelts on!
Road Conditions Checked	Lights and signals	Oil level	Horn/Wipers
Dressed for Weather	Windshield/Windows	Fluids	Mirrors
Emergency Equipment	Load secured	Belts	Brakes

Date (dd/mm/yyyy)	Pre-trip (✓)	From	To	Odometer Reading		Mileage
				Start	Finish	
/ /	<input type="checkbox"/>					
/ /	<input type="checkbox"/>					
/ /	<input type="checkbox"/>					
/ /	<input type="checkbox"/>					
/ /	<input type="checkbox"/>					
/ /	<input type="checkbox"/>					
/ /	<input type="checkbox"/>					
/ /	<input type="checkbox"/>					

Corrective Actions Reminder: _____