ChecklistGuro

Automotive Fleet Maintenance & Lifecycle Management Checklist 2026

Vehicle Acquisition & Onboarding

Standardized procedures for inspecting new fleet additions, verifying VIN accuracy, and integrating vehicle data into the management system.

Acquisition Date

Enter date...

Vehicle Identification Number (VIN)

Write something...

Make and Model

Write something...

Initial Odometer Reading

Enter a number...

Vehicle Condition Status

- [ ] New
- [ ] Certified Pre-Owned
- [ ] Used

Purchase Invoice & Title Documentation

Upload File

Fleet Manager Approval

Preventative Maintenance Scheduling

A proactive schedule for routine oil changes, tire rotations, brake inspections, and fluid level checks based on mileage or time intervals.

Next Scheduled Service Date

Enter date...

Current Vehicle Mileage

Enter a number...

Maintenance Tasks Performed

- [ ] Oil & Filter Change
- [ ] Brake System Inspection
- [ ] Tire Rotation & Pressure Check
- [ ] Fluid Level Top-up
- [ ] Battery Health Test
- [ ] Air Filter Replacement

Maintenance Observations & Notes

Write something...

Service Invoice or Work Order Upload

Upload File

Technician Verification

Lifecycle Tracking & Depreciation Monitoring

Monitoring vehicle age, mileage thresholds, and cumulative repair costs to determine optimal replacement timing and ROI.

Purchase Date

Enter date...

Current Odometer Reading

Enter a number...

Estimated Remaining Useful Life (Years)

- [ ] Less than 1 year
- [ ] 1-3 years
- [ ] 3-5 years
- [ ] Over 5 years

Total Accumulated Maintenance Cost

Enter a number...

Depreciation Risk Factors

- [ ] High mileage
- [ ] Frequent mechanical failures
- [ ] Body/Structural damage
- [ ] Outdated technology/features

Replacement Justification Notes

Write something...

Fleet Manager Approval

On-Road Safety & Driver Compliance

Regular audits of driver logs, vehicle inspection reports (DVIR), and driver safety training certifications.

Last Driver Safety Training Completion Date

Enter date...

Completed Pre-Trip Inspection Tasks

- [ ] Brake System Check
- [ ] Tire Pressure & Condition
- [ ] Light & Signal Functionality
- [ ] Fluid Leak Inspection
- [ ] Windshield & Wiper Integrity

Driver License Validity Status

- [ ] Valid
- [ ] Expiring Soon
- [ ] Expired

Total Fleet Driver Violations Recorded (Current Period)

Enter a number...

Upload Driver License Copy

Upload File

Driver Safety Compliance Affirmation

Fuel Management & Efficiency Audit

Analysis of fuel consumption patterns, fuel card usage reconciliation, and identification of fuel-inefficient vehicles.

Audit Date

Enter date...

Total Fuel Consumption (Liters/Gallons)

Enter a number...

Average Fuel Efficiency (MPG/KPL)

Enter a number...

Identified Anomalies

- [ ] Unexplained Fuel Drops
- [ ] Fuel Card Misuse
- [ ] Inaccurate Mileage Logs
- [ ] Unexpected High Consumption

Fuel Receipt/Invoice Upload

Upload File

Efficiency Improvement Recommendations

Write something...

Fleet Manager Approval

Repair & Corrective Maintenance Tracking

Documentation of unplanned repairs, parts replacement logs, and tracking of downtime duration for each major repair event.

Repair Completion Date

Enter date...

Repair Description

Write something...

Total Repair Cost (USD)

Enter a number...

Repair Severity

- [ ] Low - Routine
- [ ] Medium - Urgent
- [ ] High - Critical/Safety

Parts Replaced

- [ ] Brakes
- [ ] Engine Components
- [ ] Suspension
- [ ] Electrical/Battery
- [ ] Tires

Repair Invoice/Receipt

Upload File

Technician Authorization

Regulatory & Emissions Compliance

Ensuring all vehicles meet regional environmental standards, smog testing, and mandatory annual safety inspections.

Last Emissions Test Date

Enter date...

Compliance Status

- [ ] Compliant
- [ ] Non-Compliant
- [ ] Pending Inspection

Required Certifications Verified

- [ ] Annual Safety Inspection
- [ ] Emissions/Smog Certificate
- [ ] Weight/Load Limit Certification
- [ ] Hazardous Material Permit

Upload Inspection Certificate

Upload File

Non-Compliance Remediation Notes

Write something...

Compliance Officer Approval

Tire & Wheel Management

Periodic assessment of tread depth, tire pressure consistency, and alignment integrity to ensure road safety and fuel economy.

Last Tire Rotation Date

Enter date...

Current Tread Depth (mm/32nds)

Enter a number...

Tire Pressure Status

- [ ] Optimal
- [ ] Low Pressure
- [ ] Over-inflated
- [ ] Action Required

Observed Tire Wear Patterns

- [ ] Even Wear
- [ ] Inner Edge Wear
- [ ] Outer Edge Wear
- [ ] Cupping/Scalloping
- [ ] Center Wear

Tire Condition Photo

Upload File

Detailed Observations & Repair Notes

Write something...

Technician Verification

Inventory & Spare Parts Management

Audit of critical onboard spare parts, emergency kits, and essential maintenance supplies held within the fleet ecosystem.

Part Name/Description

Write something...

Current Stock Quantity

Enter a number...

Part Category

- [ ] Filters
- [ ] Brakes
- [ ] Tires
- [ ] Fluids/Lubricants
- [ ] Electrical/Sensors
- [ ] Other

Last Restock Date

Enter date...

Invoice or Delivery Note

Upload File

Condition Status

- [ ] New
- [ ] Refurbished
- [ ] Damaged/Defective

Inventory Manager Verification

Decommissioning & Disposal Workflow

Formalized steps for removing vehicles from the fleet, including final inspections, title transfer, and data wiping of onboard telematics.

Decommissioning Date

Enter date...

Vehicle Identification Number (VIN)

Write something...

Final Odometer Reading

Enter a number...

Disposal Method

- [ ] Internal Auction
- [ ] Private Sale
- [ ] Trade-in
- [ ] Scrap/Recycle
- [ ] Donation

Final Removal Checklist

- [ ] Remove Fleet Branding/Decals
- [ ] Remove Telematics/GPS Hardware
- [ ] Remove Emergency Kits/Tools
- [ ] Clean Interior/Exterior
- [ ] Remove Fuel Cards/Company Passes

Title Transfer Document

Upload File

Final Vehicle Condition Notes

Write something...

Fleet Manager Approval

Previous | Next | Finish

Generate Sample Report