

Fleet Vehicle Maintenance Checklist Template

 Show only Checklist

Display Style
Default 

Vehicle Identification & Information

Record vehicle details and service dates.

Vehicle Identification Number (VIN)

Write something...

Vehicle Make

Write something...



Vehicle Model

Write something...

Vehicle Year

Write something...

Odometer Reading (Miles)

Enter a number...

Date of Inspection

Enter date...

Vehicle Type

- Sedan
- Truck
- SUV
- Van
- Other

Driver Name (if applicable)

Write something...

Engine Compartment Inspection

Check fluids, belts, hoses, and other critical engine components.

Inspection Date

Engine Oil Level (in inches)

Coolant Condition

- Excellent
- Good
- Fair
- Poor

Drive Belt Condition

- Excellent
- Good
- Cracked/Worn
- Needs Replacement

Serpentine Belt Tension (lbs)

Hose Inspection Notes (check for cracks, leaks, swelling)

Attach Photo of Engine Compartment (for reference)

 Upload File

Fluid Levels & Condition

Verify and top off essential fluids - oil, coolant, brake fluid, power steering fluid, windshield washer fluid.

Engine Oil Level (Quarts)

Engine Oil Temperature (°F)

Coolant Level (Gallons)

Enter a number...

Coolant Condition

Normal

Rusty

Cloudy

Oily

Brake Fluid Level (Inches)

Enter a number...

Power Steering Fluid Level (Inches)

Enter a number...

Windshield Washer Fluid Level (Gallons)

Enter a number...

Fluid Leakage Observed?

Yes

No

Tires & Wheels

Inspect tire pressure, tread depth, and overall condition. Check wheels for damage.

Tire Pressure (Front Left)

Tire Pressure (Front Right)

Tire Pressure (Rear Left)

Tire Pressure (Rear Right)

Tire Tread Depth (Front Left)

Tire Tread Depth (Front Right)

Enter a number...

Tire Condition (Overall)

Good

Fair

Poor

Wheel Condition

Good

Fair

Poor

Brakes & Suspension

Evaluate brake pad thickness, rotor condition, and suspension components.

Brake Pad Thickness (Front - Left)

Enter a number...

Brake Pad Thickness (Front - Right)

Enter a number...

Brake Pad Thickness (Rear - Left)

Enter a number...

Brake Pad Thickness (Rear - Right)

Enter a number...

Rotor Condition (Front)

- Good
- Fair
- Poor
- Needs Replacement

Rotor Condition (Rear)

- Good
- Fair
- Poor
- Needs Replacement

Shock Absorber Condition (Front - Left)

- Good
- Fair
- Leaking
- Needs Replacement

Shock Absorber Condition (Front - Right)

- Good
- Fair
- Leaking
- Needs Replacement

Suspension Notes (e.g., noises, bouncing)

Write something...

Lights & Electrical Systems

Test headlights, brake lights, turn signals, and other electrical components.

Headlight Functionality

- Working Properly
- Dim
- Not Working
- Needs Adjustment

Brake Light Functionality

- Working Properly
- Dim
- Not Working
- Needs Adjustment

Turn Signal Functionality (Front)

- Working Properly
- Dim
- Not Working
- Needs Adjustment

Turn Signal Functionality (Rear)

- Working Properly
- Dim
- Not Working
- Needs Adjustment

Hazard Light Functionality

- Working Properly
- Dim
- Not Working

Battery Voltage (V)

Enter a number...

Electrical System Notes

Write something...

Interior & Safety Equipment

Check seatbelts, mirrors, and other safety features. Inspect interior cleanliness and functionality.

Driver Signature

Seatbelt Condition

- Good
- Fair
- Damaged - Repair Needed

Mirror Condition (Driver)

- Good
- Cracked
- Loose
- Broken

Horn Function (Test - 1=Working, 0=Not Working)

Enter a number...

First Aid Kit - Completeness

- Complete
- Missing Items
- Expired Items

Fire Extinguisher Inspection Date

Enter date...

Interior Cleanliness Notes

Write something...

Undercarriage Inspection

Check for rust, leaks, and damage to the vehicle's undercarriage.

Rust Severity (1-5)

Enter a number...

Describe Any Visible Leaks

Write something...

Check for Damage

- Exhaust System
- Fuel Lines
- Brake Lines
- Frame Rails
- Suspension Components

Frame Rail Corrosion Measurement (mm)

Enter a number...

Notes on Suspension Mounts

Write something...

Condition of Exhaust System

Good

Fair

Poor

Scheduled Maintenance & Repairs

Document any specific scheduled maintenance tasks completed and any necessary repairs.

Scheduled Maintenance Date

Enter date...

Mileage at Service

Enter a number...

Service Type

- Oil Change
- Filter Replacement
- Tire Rotation
- Inspection
- Other

Detailed Service Description

Write something...

Parts Used - Quantity (e.g., Oil Filters)

Enter a number...

Supporting Documentation (e.g., Invoice)

 Upload File

Notes on Parts Used/Replaced

Write something...

Technician Notes & Follow-Up

Record observations, recommendations, and any required follow-up actions.

Technician's General Notes & Observations

Write something...

Mileage at Service

Enter a number...

Next Service Due Date

Enter date...

Severity of Issues Found

- None
- Minor
- Moderate
- Major

Recommended Repairs & Estimated Cost

Write something...

Parts Replaced (Select all that apply)

- Oil Filter
- Air Filter
- Spark Plugs
- Brake Pads
- Tires
- Other

Technician Signature