



# Vehicle Pre-Trip Inspection Form\*

**NEED TO FILE A CLAIM?**

12501 Old Columbia Pike | Silver Spring, MD 20904

Telephone: (888) 951-4276 | Fax: 301-453-7060

Email: [claims@adventistrisk.org](mailto:claims@adventistrisk.org)

VEHICLE:	DATE:	TIME:
LICENSE NUMBER:	MILEAGE:	

OK	NEEDS REPAIR	UNDER THE HOOD	
		Oil	
		Oil Added	Quarts
		Brake Fluid	
		Power Steering	
		Engine Coolant	
		Transmission Fluid	
		Battery (fillable types)	
		Windshield Washer	
		Engine Hoses (wear, leaks)	
		Belts (wear, cracks, loose)	
		Other:	

OK	NEEDS REPAIR	EXTERIOR
		Tires (pressure, tread wear)
		Headlights (dim, bright)
		Fog and Clearance Lights
		Brake Lights (required assistance)
		Backup Lights (requires assistance)
		Turn Signals
		Emergency Flashers
		Windshield and Wipers
		Side Mirrors (cracked, missing)
		Windows
		Body Damage

OK	NEEDS REPAIR	INTERIOR
		Engine Lights and Gauges
		Horn
		Steering (engine running)
		Rearview Mirror
		Wipers/washers Function
		Other:

OK	NEEDS REPAIR	SAFETY EQUIPMENT
		Fire Extinguisher
		Triangles
		First Aid Kit
		Web Cutter (for cutting seatbelts)
		Seat Belts (in place and functional)
		Bio-hazard Kit

**Vehicle is Safe to Operate:**      YES      NO

**NOTES**

▷ DRIVER SIGNATURE: \_\_\_\_\_ DATE (MM/DD/YYYY): \_\_\_\_\_

\*Buses and commercial vehicles require additional inspection points (air brake pressure, backup audible alarm, etc.)