



Walk-Around Checklist

Walk around inspections are a vital part of fleet management, ensuring that vehicles are in optimal condition for safe operation. Use this list as part of your crews best practices. These routine checks identify any potential issues before they escalate into major problems.

Before leaving for the work-site, do a simple walk-around inspection beginning with:

- ☐ Front grille, headlights, fog lamps, turn signals
- ☐ Windshield and wiper blades
- ☐ Left & Right front reflectors
- ☐ Left & Right front tire and wheel
- ☐ Left & Right rear tires
- ☐ Driver's door, window glass, and mirror for cracks
- ☐ Fluid leaks such as oil, transmission, fuel or coolant
- ☐ Toolbox doors, secure any loose tools
- ☐ Make certain fuel cap is secure
- ☐ Rear brake lights, lights, turn signals
- ☐ Passenger side door, window glass and mirror for cracks
- ☐ Front tire and wheel
- ☐ Left & Right Back tire and wheel
- ☐ Reflectors
- ☐ Secure any loose tools or equipment stored on the top or side or in the bed of the vehicle
- ☐ Make sure the tailgate is fastened.
- ☐ Engine oil level, when was last oil change
- ☐ Automatic transmission fluid level
- ☐ Engine coolant level
- ☐ Brake fluid level. Pump brakes to be sure you have a firm pedal.
- ☐ Window cleaner level
- ☐ Water level in battery
- ☐ Battery connections and spark plugs for carbon or loose connections
- ☐ Air and Fuel filter

Do you have: ☐ First Aid Kit ☐ Jumper cables ☐ Flashlight ☐ Flares ☐ Basic tool kit
☐ Water (1-2 gal) for overheats ☐ Extra fanbelt ☐ Can of brake fluid and quart of engine oil
☐ Carburetor primer ☐ Fix a flat ☐ Portable air compressor ☐ Material Safety Data Sheets (MSDS) if there are chemicals in use at the worksite.

Why Conduct Daily Walk Around Inspections?

Conducting regular inspections is essential for:

- Ensuring vehicle safety
- Preventing breakdowns and costly repairs
- Complying with legal and regulatory requirements

Prolonging the lifespan of the vehicle and improving overall fleet performance

Did you conduct a Walk-around vehicle inspection today?



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Toolbox Talks are provided as a courtesy to SWPA members. Please remember they are to assist you in developing a safety plan. Keep in mind OSHA, Department of Labor and Insurance requirements may change over time and it is your responsibility to make sure your safety plan is up to date. Reference: OSHA, NIOSH, FRA, Safety Talk Ideas.com



SAFETY MEETING SIGN-IN SHEET

TOPIC: _____ DATE: _____

LOCATION: _____ TRAINER: _____

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