



Pre-Trip Inspection Checklist

For questions regarding this checklist, please contact Director of Risk Management, Melissa Diaz, at mddiaz2@usfca.edu or through phone at 415-422-5899. You may also reach the Department of Risk Management at usftravel@usfca.edu. You may also refer to our [Vehicular Use Policy](#).

Vehicle Model/Make: _____ Date of Inspection: _____

Name of Driver(s): _____

Reason for driving:

Distance and Planned Stops:

Vehicle Overview

As you approach the vehicle, take note of its current condition. Look for liquid leaks, tire damage, dents, and/or interior damage. Make sure to make notice of this on the "NOTE" section on the final page.

DO NOT DRIVE VEHICLE IF ANY OF THE COMPONENTS MENTIONED BELOW ARE NOT WORKING PROPERLY

If maintenance is needed, contact Nanoo Mobile at [\(415\) 265-3262](tel:4152653262) or at info@mobileautoconcepts.com

Pass	Fail	N/A	Pass	Fail	N/A
Brake Lights			Windshield wipers		
Turn Signals			Tire Pressure		
Head lights			Mirrors		
High Beams			Radiator Fluid		
Emergency			Parking Brake		
Lights			Transmission Oils		
Horn			Emergency Brakes		
Brakes			Reverse Lights		
Doors			Vehicle Locks		
Insurance Info			Driving Sticker		

CHANGE THE WORLD FROM HERE

Notes:

Please make note of any maintenance done/needed, visible dents or damage, or any other general issues with the vehicle.