UNIVERSITY OF
SAN FRANCISCO

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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:

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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 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 Lights	☐	☐	☐	Parking Brake	☐	☐	☐
				Transmission Oils	☐	☐	☐
Horn	☐	☐	☐	Emergency Brakes	☐	☐	☐
Brakes	☐	☐	☐	Reverse Lights	☐	☐	☐
Doors	☐	☐	☐	Vehicle Locks	☐	☐	☐
Insurance Info	☐	☐	☐	Driving Sticker	☐	☐	☐

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Notes:

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

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