



THE CINCINNATI INSURANCE COMPANIES

THE CINCINNATI INSURANCE COMPANY THE CINCINNATI INDEMNITY COMPANY
 THE CINCINNATI CASUALTY COMPANY THE CINCINNATI LIFE INSURANCE COMPANY
 THE CINCINNATI SPECIALTY UNDERWRITERS INSURANCE COMPANY

Loss Control Services Publication

Checklist

Inspection of Automobiles, Vans and Light Trucks

All vehicles should be routinely inspected before the start of each workday. For vehicles operated daily by the same driver, some items may only need to be checked weekly, such as oil level and tire air pressure (using a tire gauge). The following is a suggested procedure to inspect a vehicle in a systematic manner. The "See Remarks" box should be checked for those items needing attention and details added in the "Remarks" section or on the back of this form. Necessary repairs should be made before the vehicle is used.

	OK	See Remarks
General condition of vehicle; no visible leaks under vehicle; vehicle is sitting evenly.	<input type="checkbox"/>	<input type="checkbox"/>
Engine compartment – check oil level, coolant level, windshield washing fluid, belts, hoses, automatic transmission fluid, etc., as directed by your company policy.	<input type="checkbox"/>	<input type="checkbox"/>
Apply emergency/parking brake, start engine, and check:		
Gauges okay and no warning lights on dashboard.	<input type="checkbox"/>	<input type="checkbox"/>
Pump brake pedal a few times and hold – no fade after initial drop.	<input type="checkbox"/>	<input type="checkbox"/>
No excessive steering wheel play.	<input type="checkbox"/>	<input type="checkbox"/>
Turn signal indicators and brake lights.	<input type="checkbox"/>	<input type="checkbox"/>
Horn, windshield wipers, heater, defroster, seat belts, and mirrors.	<input type="checkbox"/>	<input type="checkbox"/>
Shut off engine and check:		
Left front tire, wheel, and lug nuts (where visible).	<input type="checkbox"/>	<input type="checkbox"/>
Head lights (low and high beam), parking lights, and emergency four-way flashers.	<input type="checkbox"/>	<input type="checkbox"/>
Right front tire, wheel, and lug nuts (where visible).	<input type="checkbox"/>	<input type="checkbox"/>
Right rear tire, wheel, and lug nuts (where visible).	<input type="checkbox"/>	<input type="checkbox"/>
Rear lights including emergency four-way flashers.	<input type="checkbox"/>	<input type="checkbox"/>
License plate light and securement.	<input type="checkbox"/>	<input type="checkbox"/>
Cargo securement systems.	<input type="checkbox"/>	<input type="checkbox"/>
Left rear tire, wheel, and lug nuts (where visible).	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS (use back of form, if necessary):

Driver's Name (print) _____

Driver's Signature _____

Date: _____

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For service and additional information, please contact your local independent agent. Our loss control service is advisory only. We assume no responsibility for management or control of customer loss control activities nor for implementation of recommended corrective measures. This report is based on public information. We have not tried to identify all hazards. We do not warrant that this information is consistent with Cincinnati underwriting guidelines or with any federal, state or local law, regulation or ordinance. 6200 South Gilmore Road, Fairfield, Ohio 45014-5141.