

Auto Inspection Checklist

ITEM - WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECK OFF
<p><b>TIRES</b> Condition <i><b>NOTE: No mixing of radial tires and bias tires.</b></i>  Spare tire</p>	<p>Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. Tire pressure IAW owner’s manual. At least one mm of tread over entire traction surface. <i>(Using a penny, place it in the tire treads with head facing downward. If the tread does not reach the top of Lincoln’s head, there is insufficient tread depth)</i> Spare tire (inflated), jack, lug wrench</p>	<p>Front    Rear  PSI ____ lbs.  Pass    Fail</p>
<p><b>LIGHTS</b> Head lights  Tail Lights  Brake lights  Turn Signals  Backup lights  Emergency Flashers  License Plate Light</p>	<p>Both high and low beams operational, cracked, condensation, secured  Lenses intact, tail light working when turned on (red)  Lenses intact, brake light working when brake is applied (red)  Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)  Lenses intact, left and right backup lights work (White Light)  Lenses intact, left and right turn signals flash/blink at the same time  Lenses intact, does light stay on</p>	<p>Left    Right  Left    Right  Left    Right  Front    Rear Left    Right Front    Rear Left    Right  Pass    Fail</p>
<p><b>WINDSHIELD, WINDOWS, WIPERS</b> Windshield Rear Window Door Windows  Window controls  Windshield wipers</p>	<p>Not cracked, broken or scratched to the degree that impairs vision  Not cracked, broken or scratched to the degree that impairs vision  Windows go up and down, scratched or tinted to the degree that impairs vision Check handles, push electric buttons  Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear</p>	<p>Pass    Fail  Pass    Fail  Pass    Fail  Front    Rear Pass    Fail</p>
<p><b>MIRROR</b> Mirror Outside Mirror Inside</p>	<p>Missing, cracked Missing, cracked</p>	<p>Left    Right Pass    Fail</p>
<p><b>BRAKES</b> Brakes  Emergency Brake</p>	<p>Foot pedal cannot travel more than half way to floor, does brake light stay on Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot to brake, gently press gas pedal, ensure brake holds vehicle</p>	<p>Pass    Fail  Pass    Fail</p>

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<b>Interior</b>			
Horn	Does it work	Pass	Fail
Defroster Front	Ensure hot air blows out above the dash	Pass	Fail
Defroster Rear	Check light on dash, if in the winter ensure it works by allowing the rear windshield to clear up	Pass	Fail
Emergency equipment	(OPTIONAL) First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, shovel, chains, tools, etc.	Pass	Fail
Heater	Ensure heater works	Pass	Fail
Hands Free Device	Is it installed	Pass N/A	Fail
Navigational Equipment	Is it installed	Pass N/A	Fail
<b>SEATBELTS</b>			
Seatbelt Front/Rear (Include shoulder harness during inspection, may have a center seat belt)	Missing, frayed, does not snap	Pass Front	Fail Rear
<b>LICENSE/DECALS/INSURANCE</b>			
State Driver's License	Expired, missing	Pass	Fail
License Plate	Missing, needs replacing	Pass	Fail
(License plates match windshield decal)	Expired, check sticker/decal to ensure plate is current	Pass	Fail
Insurance	Does the operator have valid insurance	Pass	Fail

Inspector: \_\_\_\_\_

Date Conducted: \_\_\_\_\_

Signature \_\_\_\_\_

Date follow-up conducted: \_\_\_\_\_

Operators Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Disposition:** Maintain a copy of the form on file for one-year or until the next inspection is complete.  
*Note: Inspection checklist can be revised based on local requirements for (snow tires/chain, etc) and for equipment being towed (trailer, camper, boat). Additionally, check for modifications (tires, engine, exhaust, suspension, etc).*