

## Privately Owned Vehicle INSPECTION CHECKLIST

**At least a two week period should be allowed to ensure timely repairs.**

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

<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. (Check host nation laws for any additional equipment)	Pass	Fail
Heater	Ensure heater works	Pass	Fail
<b>SEATBELTS</b>			
Seatbelt Front/Rear (Include shoulder harness during inspection, may have a center seat belt)	Missing, frayed, does not snap	Front	Rear
<b>LICENSE/DECALS/INSURANCE</b>			
State Drivers License	Expired, missing	Pass	Fail
Installation decal	Missing, needs replacing	Pass	Fail
License Plate (License plates match windshield decal (Europe Only))	Expired, check sticker/decal to ensure plate is current	Pass	Fail
Insurance	Does the operator have valid insurance	Pass	Fail
<b>UNDER THE HOOD</b>			
<b>FLUIDS</b>			
Brake	Filled to appropriate level	Pass	Fail
Windshield washer	Windshield washer fluid	Pass	Fail
Battery	Check the color indicator on the battery	Pass	Fail
Power Steering	Filled to appropriate level	Pass	Fail
<b>HOSES</b>	Cuts, cracks, leaks, bulges, chaffing, deterioration	Pass	Fail
<b>BATTERY</b>	Terminals, clean and tight, held down securely	Pass	Fail