## UNIVERSITY OF GUELPH FLEET VEHICLE DAILY CIRCLE CHECK

Week of:	to	Department:	
		-	
Location:		Area Supervisor	

## **Daily Circle Check** Parking brake - adequate to hold vehicle. Parking Brake Fluid levels - oil, gas, brakes. Check for leaks. Lights and turn signals - functioning. Fluid Levels: General Visibility check - mirrors properly adjusted, Oil, Gas, Brakes Cleanliness windows clean and intact. Visibility Check Wiper/washer - functioning. Log Sheet Tires - pressure, tread depth or damage. Emergency Equipment Wiper/ Wheels and fasteners - defects in rim, loose or missing fasteners. Seat belts - must be worn. Tires Load Load - secure and complying with regulations (for example, compressed gases). Wheels & Seat Belts Emergency equipment – installed and inspected as required by law or company policy. Fasteners Record and report any defects to your supervisor immediately!

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1) Bring your driver's license.	□ Parking brake (functioning?)			
2) Before starting engine, check:	□ Foot brake (functioning?)			
□ Fluid levels (oil, gas, brake, washer -	□ Clutch and gearshift (smooth?)			
evidence of leaks?)	□ Steering (any play?)			
□ Visibility (damage to mirrors/windows?)	□ Lights (functioning?)			
□ Wipers (any damage?)	□ Dash control panel (operational?)			
☐ Tires (any damage? flat?)	□ Wipers (functioning?)			
□ Load (hitch okay? load secure?)	□ All moving parts (any noises?)			
□ Emergency equipment (present?)	☐ Horn (operational?)			
3) Enter vehicle, start engine, check:	□ Vehicle back-up alert (operational?)			
□ Damage to seatbelt? Fasten belt.	4) Proceed if no problems found.			
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## IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE VEHICLE!