

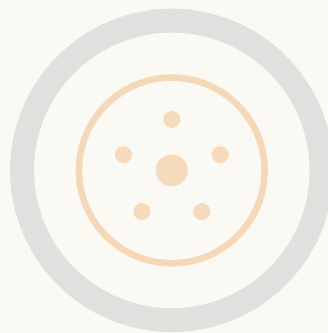


A FREE ARDENT WORKSHOP STARTER

Daily Vehicle Inspection Checklist

One pickup or van, one page, every day.

14 coded checks · 7 of them STOP items · shown filled in twice · free, no signup



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01

How to use it

Print page 5 of this PDF as a stack, keep one in the truck, and fill out one page per vehicle, every day before it goes out.

At the vehicle: fill in the header, walk the list, and mark every line **OK**, **DEF** or **N/A**. Write any defect in the box by its item code, circle the result, and sign it.

The STOP rule: a defect on a line marked **STOP** takes the vehicle off the road: tag it, report it, and do not drive it until it has been repaired or the repair is certified unnecessary. Any other defect that makes the vehicle unsafe: the same.

Only STOP (critical) items carry the hold automatically — a DEF on any other line gets written down and fixed, and is not a reason to park the truck unless the defect makes the vehicle unsafe.

In the office: keep the signed sheets together, in date order, per vehicle, and fix what is on them.

Three ways a paper check quietly stops working

- **It gets filled in at the desk.** A sheet signed without a walk-around is worse than none: it says somebody looked. Fill it in at the vehicle, one line at a time, or don't sign it.
- **The defect never reaches anybody.** Writing down "brake light out" is not reporting it. The **Went to** box is there so the sheet names the person or shop it was handed to, and the **Date** box is there so you can see how long it has been sitting.
- **The truck goes out anyway.** Somebody marks a STOP line DEF, nobody says stop, and it drives. Decide up front who has the authority to park a vehicle, and tell the drivers it is not their call to override.

Not advice: this is a record-keeping aid, not legal, safety or compliance advice. It does not decide which rules apply to your vehicles — your manufacturer's manual governs. The example fleet, company and people in this guide are fictional.

Adapted from the 49 CFR 396.11(a)(1) parts list for vehicles not covered by that rule; follow your manual. 49 CFR 396.11(a)(1) requires a driver of a commercial motor vehicle to prepare a written report at the completion of each day's work; most pickups and vans are not commercial motor vehicles, so this list is adapted from that parts list rather than required by it.

02

Filled in: an ordinary day with a defect

PU-06 is not a STOP item — the light was fixed the same day and the truck kept working.

PU · PICKUP / VAN

PRE-USE CHECKLIST · daily

Date 2026-08-25	Shift 1st / 2nd / 3rd 1st	Vehicle ID PU-101	Odometer reading (mi) 48,295	Inspector (print name) R. Okafor		
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Code	Check	STOP	OK	DEF	N/A
PU-01	Service brakes stop the vehicle smoothly, no pull or grinding	STOP	X		
PU-02	Parking brake holds the vehicle on a grade	STOP	X		
PU-03	Steering has no excess play and no binding	STOP	X		
PU-04	Tires properly inflated with no cuts, bulges or exposed cord	STOP	X		
PU-05	Lug nuts present and tight, no visible wheel damage	STOP	X		
PU-06	Headlights, taillights, turn signals and brake lights all work			X	
PU-07	Horn sounds when operated		X		
PU-08	Windshield wipers clear the glass fully		X		
PU-09	Mirrors are adjusted, clean and unbroken		X		
PU-10	Windshield is free of cracks that block the driver's view		X		
PU-11	Seat belts fasten securely and retract	STOP	X		
PU-12	Engine oil, coolant and washer fluid at proper levels		X		
PU-13	No fuel, oil or fluid leaks under the vehicle	STOP	X		
PU-14	Registration and insurance card present in vehicle		X		

Mark every line **OK**, **DEF** (defect) or **N/A**. A defect on a line marked **STOP** takes the vehicle off the road: tag it, report it, and do not drive it until it has been repaired or the repair is certified unnecessary. Any other defect that makes the vehicle unsafe: the same.

DEFECTS — one line per item: the code, what you found, who it went to, and when it's fixed

PU-06	Right rear brake light out	Shop - T. Castellano	Repaired	2026-08-25
Item code	What you found	Went to	REPAIRED / NOT NEEDED	Date
Item code	What you found	Went to	REPAIRED / NOT NEEDED	Date

Result (circle) NO DEFECTS / DEFECTS LISTED ABOVE	R. Okafor
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Example only — every company, vehicle, person and figure in this example is fictional. Keep this sheet with the others for this vehicle, in date order. Adapted from the 49 CFR 396.11(a)(1) parts list for vehicles not covered by that rule; follow your manual.

03

Filled in: a defect that stops the truck

PU-04 is a STOP item — the van was tagged and parked until the tire was fixed that afternoon.

PU · PICKUP / VAN

PRE-USE CHECKLIST · daily

Date 2026-09-14	Shift 1st / 2nd / 3rd 1st	Vehicle ID PU-102	Odometer reading (mi) 63,130	Inspector (print name) J. Lindqvist		
Code	Check	STOP	OK	DEF	N/A	
PU-01	Service brakes stop the vehicle smoothly, no pull or grinding	STOP	X			
PU-02	Parking brake holds the vehicle on a grade	STOP	X			
PU-03	Steering has no excess play and no binding	STOP	X			
PU-04	Tires properly inflated with no cuts, bulges or exposed cord	STOP		X		
PU-05	Lug nuts present and tight, no visible wheel damage	STOP	X			
PU-06	Headlights, taillights, turn signals and brake lights all work		X			
PU-07	Horn sounds when operated		X			
PU-08	Windshield wipers clear the glass fully		X			
PU-09	Mirrors are adjusted, clean and unbroken		X			
PU-10	Windshield is free of cracks that block the driver's view		X			
PU-11	Seat belts fasten securely and retract	STOP	X			
PU-12	Engine oil, coolant and washer fluid at proper levels		X			
PU-13	No fuel, oil or fluid leaks under the vehicle	STOP	X			
PU-14	Registration and insurance card present in vehicle		X			

Mark every line **OK**, **DEF** (defect) or **N/A**. A defect on a line marked **STOP** takes the vehicle off the road: tag it, report it, and do not drive it until it has been repaired or the repair is certified unnecessary. Any other defect that makes the vehicle unsafe: the same.

DEFECTS — one line per item: the code, what you found, who it went to, and when it's fixed

PU-04	Right rear tire low, slow leak at valve stem	Shop - L. Moreau	Repaired	2026-09-14
Item code	What you found	Went to	REPAIRED / NOT NEEDED	Date
Item code	What you found	Went to	REPAIRED / NOT NEEDED	Date

Result (circle) NO DEFECTS / DEFECTS LISTED ABOVE

J. Lindqvist

Example only — every company, vehicle, person and figure in this example is fictional. Keep this sheet with the others for this vehicle, in date order. Adapted from the 49 CFR 396.11(a)(1) parts list for vehicles not covered by that rule; follow your manual.

04

Print this one

Page 5 of this PDF: print a stack, staple them into a pad, one per vehicle.

PU · PICKUP / VAN

PRE-USE CHECKLIST · daily

Date	Shift 1st / 2nd / 3rd	Vehicle ID	Odometer reading (mi)	Inspector (print name)		
Code	Check	STOP	OK	DEF	N/A	
PU-01	Service brakes stop the vehicle smoothly, no pull or grinding	STOP				
PU-02	Parking brake holds the vehicle on a grade	STOP				
PU-03	Steering has no excess play and no binding	STOP				
PU-04	Tires properly inflated with no cuts, bulges or exposed cord	STOP				
PU-05	Lug nuts present and tight, no visible wheel damage	STOP				
PU-06	Headlights, taillights, turn signals and brake lights all work					
PU-07	Horn sounds when operated					
PU-08	Windshield wipers clear the glass fully					
PU-09	Mirrors are adjusted, clean and unbroken					
PU-10	Windshield is free of cracks that block the driver's view					
PU-11	Seat belts fasten securely and retract	STOP				
PU-12	Engine oil, coolant and washer fluid at proper levels					
PU-13	No fuel, oil or fluid leaks under the vehicle	STOP				
PU-14	Registration and insurance card present in vehicle					

Mark every line **OK**, **DEF** (defect) or **N/A**. A defect on a line marked **STOP** takes the vehicle off the road: tag it, report it, and do not drive it until it has been repaired or the repair is certified unnecessary. Any other defect that makes the vehicle unsafe: the same.

DEFECTS — one line per item: the code, what you found, who it went to, and when it's fixed

Item code	What you found	Went to	REPAIRED / NOT NEEDED	Date
Item code	What you found	Went to	REPAIRED / NOT NEEDED	Date
Item code	What you found	Went to	REPAIRED / NOT NEEDED	Date

Result (circle) NO DEFECTS / DEFECTS LISTED ABOVE	Inspector signature
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Keep this sheet with the others for this vehicle, in date order. Adapted from the 49 CFR 396.11(a)(1) parts list for vehicles not covered by that rule; follow your manual.

Want the whole fleet, not just one truck?

This free checklist covers one pickup or van, one page at a time. The full Vehicle & Equipment Pre-Use Inspection Log covers your whole mixed fleet, and computes what a paper pad can't.

WHAT THE FULL WORKBOOK ADDS

All seven coded checklists — pickups and vans, box trucks, trailers, forklifts, aerial lifts, mowers and generators. A 40-asset register that computes every unit's status. A 14-day grid showing which scheduled inspections were missed. A work-order loop that holds a unit OUT OF SERVICE on a critical defect until the repair is certified and the next operator signs off. Odometer and hour-meter units side by side, and a dashboard over all of it. [Get the full Vehicle & Equipment Pre-Use Inspection Log >](#)

See the full range at ardentworkshop.com.

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