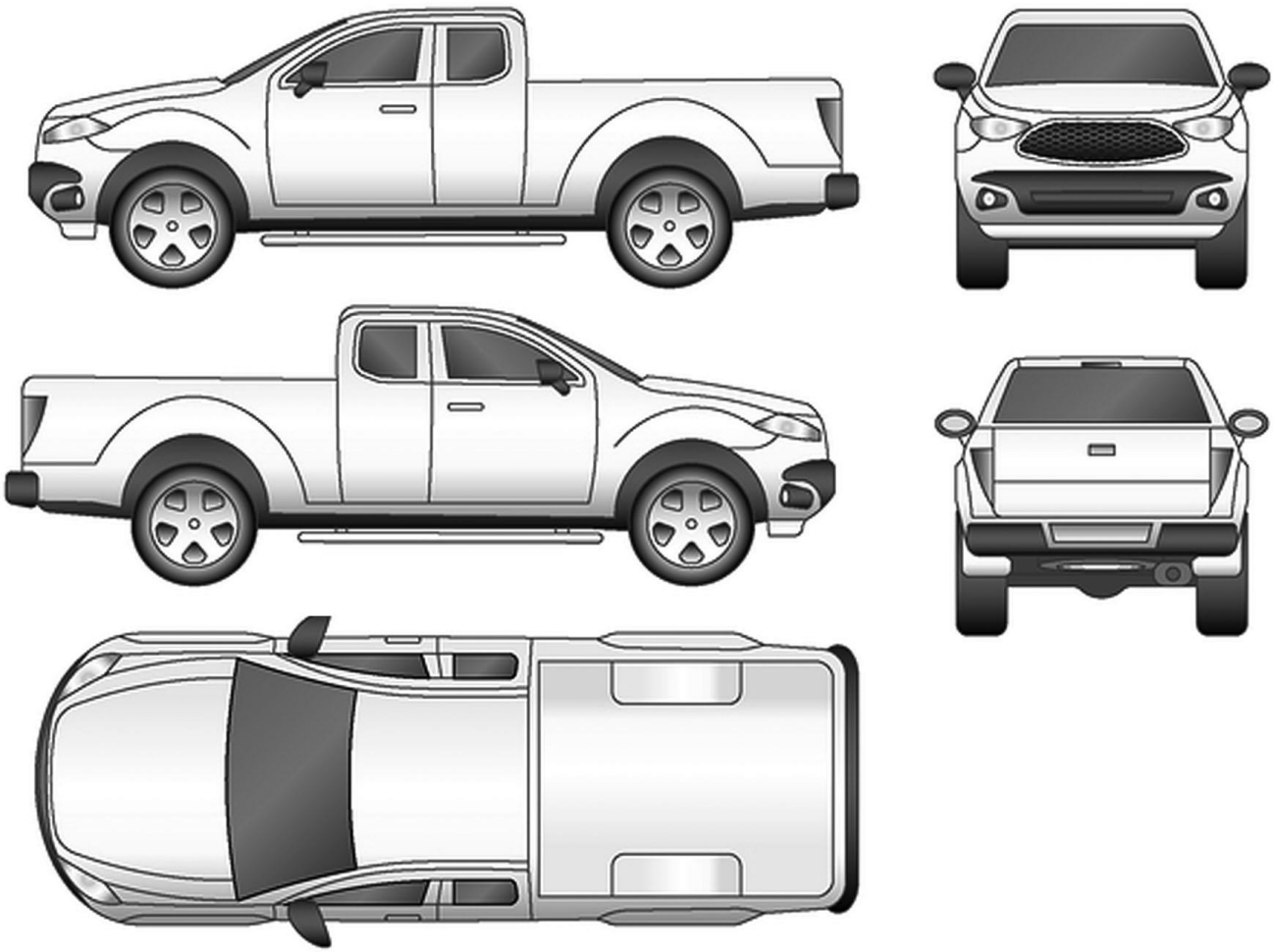
# Truck Inspection Checklist

Unit _____ Mileage _____ Date _____ Time _____

## 1. INSPECTION GUIDELINES

- Check for scratches, dents, cracks, broken, inoperable or missing parts, and unaddressed accidents. Note: For OMES-owned vehicles, accidents must be reported to fmd.service@omes.ok.gov (pictures and required forms – see CAM-POLICY-FMD-A002).
- Rate each item from 1 - total loss/unrepairable to 5 - excellent condition.
- Indicate whether an item requires maintenance, repair or replacement (Y/N).
- Provide clarifying notes (e.g., hail, accident, corrosion, missing paint, broken, dent, etc.).
- Start from the front of the vehicle.



## 2. EXTERIOR

| Checklist | 1 2 3 4 5 | Y N | Notes |
|---|---|---|---|
| Paint (overall) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Bumper front | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Grill | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Lights front | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Hood | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Windshield | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Wipers | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Fender front left | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Tire/Rim front left | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Side step left (if applicable) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Door front left (check handles) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Mirror door driver | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Roof/A-pillars left | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Door rear left (check handles) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Fender rear left | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Bed/Box | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Tailgate (check handles) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Lights rear | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Bumper rear | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Underbody parts (muffler/tank) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Fender rear right | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Tire/Rim rear left | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Door rear right (check handles) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Roof/A-pillars right | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Mirror door passenger | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Door front right (check handles) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Side steps right (if applicable) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Fender front right | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Tire/Rim front right | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Radio antenna | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Special equipment (e.g., camper) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Other: | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |

### 3. INTERIOR

| Checklist | 1 2 3 4 5 | Y N | Notes |
|---|---|---|---|
| Smell | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Floorboards (stain/tear) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Seats (stain/tear) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Headliner (stain/tear) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Dashboard | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Interior panels | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Arm rest | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| OEM radio | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Door handles and switches | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Door locks | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Glovebox | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Windshield | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Windows (side and rear) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Window regulators | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Mirror | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Steering wheel | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Steering switches | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Power outlets | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Interior lights | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Trunk/Bed/Box lights | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Spare tire | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Tire jack | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Trunk liner/Cover | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Key remote(s) | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Other: | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |

### 4. SAFETY

| | | | |
|---|---|---|---|
| Seatbelts | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Horn | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Airbags | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Brakes | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Emergency brake | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |

## 5. REMOVABLES

| Checklist | 1 2 3 4 5 | Y N | Notes |
|---|---|---|---|
| Trash on floorboards | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Trash on seats | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Trash in door panels | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Trash in cup holders | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Trash in trunk | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Other: | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |

## 6. OPERATIONAL SYSTEM CHECK

| | | | |
|---|---|---|---|
| Engine | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Transmission | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Leaks/Burning smell | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Suspension | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Drivetrain | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Electric systems | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Dashboard indicators | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |
| Other: | ☐ ☐ ☐ ☐ ☐ | ☐ ☐ | |

## 7. RECENT RECORDS

- Exterior car washes since last inspection (list dates in order):
  1. _____
  2. _____
  3. _____
- Last quarterly full-service car wash date: _____
- Last maintenance service vehicle date: _____
- Additional comments:

| |
|---|
| |
| |
| |
| |

## 8. CERTIFICATION

| Driver Name (PRINT) | Driver ID | Driver Signature | Date |
|---|---|---|---|
| Supervisor/Inspector Name (PRINT) | S/I ID | S/I Signature | Date |