McMaster University
Department of Physical Plant
Material Handling and Trucking Daily Vehicle Circle Check

THIS CHECK TO BE COMPLETED BEFORE USING VEHICLE, KEPT IN VEHICLE DURING OPERATION AND SUBMITTED TO SUPERVISOR AFTER COMPLETION OF SHIFT.
Please be considerate of others-Keep cab and cargo box clean!!

☐ Light duty vehicles (car, van, pick-up) ☐ Heavy duty vehicles (trucks, construction equipment)
☐ Trailer Trailer Number_____

Division:_____ Odometer/Hourmeter Reading:_____ Vehicle Number:_____
Date:_____ Time:_____ Operator: _____

UNDER THE HOOD

☐ Engine oil level
☐ Radiator Fluid
☐ Powering steering level
☐ Brake fluid
☐ Windshield washer
☐ Auto trans. level
☐ Belts
☐ Hoses and connections

AROUND THE VEHICLE

☐ Body damage
☐ Mirrors
☐ Exhaust system
☐ Fuel system
☐ Springs
☐ Shackles
☐ Tires
☐ Hyd. Tank
☐ Wheels
☐ Fasteners
☐ Pools under vehicle
☐ Backup alarm
☐ Backup lights
☐ License marker light
☐ Reflectors
☐ Lights operation
☐ Clearance lights
☐ Four way flashers
☐ Brake lights
☐ Yellow/blue lights
☐ Towing/coupling device
☐ Plate condition
☐ Dumpbox
☐ Tailgate
☐ Chains
☐ Tarp & tiedowns
☐ Load security

IN THE CAB

☐ Adjust seat
☐ Seat belts
☐ Mirrors
☐ Steering wheel
☐ Clutch
☐ Brake pedal
☐ Windows
☐ Windshield
☐ Wipers
☐ Defrost
☐ Heater
☐ Extinguisher (when applicable)
☐ Horn
☐ Oil
☐ Temp.
☐ Charging system
☐ Accelerator operation
☐ Flares (when applicable)
☐ Dash lights
☐ Ownership
☐ Insurance
☐ CVOR (4500 GVW >)
☐ F.A Kit

Defects Found: ☐ Yes ☐ No **Defects reported:** ☐ Yes ☐ No **Repairs done:** ☐ Yes ☐ No

Repair Date:_____ Supervisor:_____

Defects Found on Circle Check:

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ANY DEFECTS FOUND ARE TO BE REPORTED IMMEDIATLEY TO YOUR SUPERVISOR