

Company Vehicle Return and Inspection Checklist

To be completed by the driver and inspecting officer upon return of the company vehicle. Please print and fill out this form.

1. General Information

| | | | |
|-----------------------|----------------------|-------------------------------|----------------------|
| Driver Name: | <input type="text"/> | Date of Return: | <input type="text"/> |
| Vehicle Plate Number: | <input type="text"/> | Time of Return: | <input type="text"/> |
| Vehicle Make/Model: | <input type="text"/> | Current Mileage: | <input type="text"/> |
| Department: | <input type="text"/> | Fuel Level (e.g., Full, 1/2): | <input type="text"/> |

2. Vehicle Exterior Inspection

Please inspect the exterior and note any new damage, scratches, or issues (Write OK, Damage, or N/A):

| Area to Inspect | Condition / Notes |
|--|----------------------|
| Front Bumper and Grille | <input type="text"/> |
| Windshield and Windows (Chips/Cracks) | <input type="text"/> |
| Driver Side Doors and Panels | <input type="text"/> |
| Passenger Side Doors and Panels | <input type="text"/> |
| Rear Bumper and Trunk | <input type="text"/> |
| Roof and Hood | <input type="text"/> |
| Tires and Rims (Tread wear/Pressure) | <input type="text"/> |
| Headlights, Taillights, and Indicators | <input type="text"/> |

3. Vehicle Interior Inspection

Please inspect the interior and note cleanliness or operational issues (Write OK, Clean, or Action Required):

| Area to Inspect | Condition / Notes |
|---|----------------------|
| Dashboard and Instrument Panel | <input type="text"/> |
| Seats and Upholstery (Stains/Tears) | <input type="text"/> |
| Floor Mats and Carpet (Cleanliness) | <input type="text"/> |
| Air Conditioning and Heating | <input type="text"/> |
| Seatbelts and Safety Equipment | <input type="text"/> |
| GPS, Radio, and Charging Ports | <input type="text"/> |
| Vehicle Registration and Insurance Papers in Glovebox | <input type="text"/> |
| Fuel Card and Vehicle Keys Accounted For | <input type="text"/> |

4. Comments and Action Required

List any specific mechanical issues, maintenance required, or cleaning needed:

5. Signatures and Acknowledgement

By signing below, the driver and inspecting officer confirm that the vehicle has been returned and inspected in the condition noted above.

Driver Signature: **Date:**

Inspector Signature: **Date:**