

VDF VEHICLE USE CHECKLIST

OPERATOR(S) NAME		DATE	INSPECTION LOCATION	
LICENSE PLATE #	YEAR/MAKE OF VEHICLE	STATE SAFETY INSPECTION #		EXPIRATION DATE
ODOMETER READING	OIL CHANGE DATE	FUEL LEVEL 1/4 - 1/2 - 3/4 - F		GAS CARD EXPIRATION DATE
ITEM	CHECK THE APPROPRIATE COLUMN		DEFECTIVE ITEM(S), REMARKS, OR ACTION(S) TAKEN	
	SATISFACTORY	UNSATISFACTORY		
LIGHTS (Including Trailer): Do they work? Are they cracked? (High & Low Head/ Tail/ Emergency/ Back up/ Turn Signals/ Parking/ Brake/ License Plate)				
HORN: Functional?				
BRAKES: Will emergency brake hold? Press brake pedal down, does it hold tight or slowly sink to the floor?				
WINDSHIELD/WIPERS: Both wipers present and in good condition? Free from cracks that impair vision? Dirty?				
BELTS/HOSES: Holes or excessive wear? Cuts and/or cracked?				
TIRES (Including the spare & Trailer): At least 1/8" of tread over the entire traction surface? Inflated to proper pressure? Refer to Driver's door.				
EXHAUST SYSTEM: Free of leaks? Excessive noise or smoke coming from exhaust?				
DOORS (Including Trailer) and GLASS: Open and close freely? Cracked glass?				
FUEL TANK: Free from leaks? Gas cap missing? Need to fill? Record fuel level in Remarks.				
SEAT BELTS: One for each seating position, serviceable?				
MIRRORS: Check rear and side mirrors for serviceability?				
FIRE EXTINGUISHER: Present, pressurized, and up to date?				
DOCUMENTS: Is the Virginia State accident and damage reporting package present and up to date?				
CHECK VEHICLE BODY (Including trailer): Any damage or rust? If yes, describe in Remarks and notify the ACTDET.				
ALL FLUIDS: Check under vehicle for any liquids on the ground from leaks.				
NOTE: When fluids are added, annotate the amount in the Comments				COMMENTS OR ACTIONS TAKEN
Check Oil				
Check Brake Fluid				
Check Windshield Wiper Fluid				
Check Transmission Fluid				
Check Radiator Fluid				
Vehicle driven a minimum of 20 miles for UTA	YES	NO	N/A	
Deployable: Is the vehicle overall deployable?	GREEN	AMBER	RED	
Print Name		Signature		

Green= All categories acceptable and vehicle can be driven | **Amber=** Vehicle operation is allowed, but needs repair or work | **Red=** Do not drive vehicle and report it to the ACDET

THIS CHECKLIST MUST BE COMPLETED PRIOR TO OPERATING THE VEHICLE FOR THE DAY. CONTINUOUSLY MONITOR THE VEHICLE FOR ANY NOTICEABLE CHANGES THAT MIGHT AFFECT THE SAFE OPERATION.