

Fleet Maintenance Plan Checklist

Daily Checks / Pre-Trip Inspections

*Responsibility of: Drivers**Performed by: Drivers*

Visual inspection

- ☐ Vehicle exterior
- ☐ Vehicle cab interior
- ☐ Visibility/cleanliness of mirrors and windshield

Brakes

- ☐ Brake responsiveness

Tires

- ☐ Tire pressure
- ☐ Tire tread condition

Lights

- ☐ Tailights
- ☐ Headlights
- ☐ Brake lights
- ☐ Turn signals

Fluid levels

- ☐ Oil
- ☐ Coolant
- ☐ Brake fluid
- ☐ Windshield washer fluid

Other Functionality

- ☐ Horn is working
- ☐ Hazard lights are working
- ☐ Fuel tank has no cracks/leaks
- ☐ Windshield wipers are working

Weekly Checks

Responsibility of: Drivers

Performed by: Drivers

Filters

☐ Air filter cleanliness

Fluid systems

☐ Check for leaks/fluid flushes

Battery

☐ Battery inspection

☐ Battery terminal cleaning

Other

☐ Belt and hose inspection

☐ Coupling system, if applicable

☐ Emergency kit

Periodic Inspections (Monthly or Quarterly)

Responsibility of: In-house mechanics or outsourced service providers

Performed by: In-house mechanics or outsourced service providers

Steering system

☐ Steering system check

Alignment/suspension

☐ Alignment/suspension check

System inspections

☐ Fuel system inspection

☐ Cooling system inspection

☐ Exhaust system inspection

☐ Emission system inspections

Miscellaneous

☐ Diagnostic scans for engine codes

☐ Undercarriage inspection for rust or damage

Regularly Scheduled Maintenance (Mileage or Time-Based)

Responsibility of: In-house mechanics or outsourced service providers

Performed by: In-house mechanics or outsourced service providers

Oil

☐ Oil change

Filter changes

☐ Oil filter

☐ Fuel filter

☐ Cabin air filter

☐ Engine air filter

Tires

☐ Tire rotation

☐ Tire balancing

Brake service

☐ Brake inspection

☐ Brake pad replacement

☐ Brake disc/rotor replacement

Fluid systems

☐ Coolant

☐ Transmission fluid

☐ Power steering fluid

Other

☐ Spark plug inspection/replacement

☐ Belt and hose inspection/replacement

Seasonal

Responsibility of: In-house mechanics or outsourced service providers

Performed by: In-house mechanics or outsourced service providers

Start of season (before summer/coming out of storage)

☐ Air conditioning system

☐ Electrical system

☐ Coolant

☐ Tire pressure

End of season (before winter/going into storage)

☐ Windshield

☐ Braking system

☐ Exterior and undercarriage

☐ Tires (tread and air)

Review and Update (Quarterly or Annually)

Responsibility of: Fleet manager

Performed by: Fleet manager

☐ Assess the maintenance plan's effectiveness

☐ Gather feedback from drivers and other employees

☐ Make adjustments based on vehicle performance, usage patterns, and manufacturer recommendations

Record Keeping (Continuous)

Responsibility of: Fleet manager or designated administrative staff

Performed by: Fleet manager or designated administrative staff

☐ Track repair history of each vehicle

☐ Schedule any upcoming maintenance

☐ Keep documentation of all maintenance activities performed (include dates of service, services performed, meter readings, mileage, parts used, people involved, costs, etc.)

When to Schedule Professional Maintenance

Responsibility of: Fleet manager or designated administrative staff

Performed by: Fleet manager or designated administrative staff

☐ Slow to start

☐ Difficult steering

☐ Excessive exhaust

☐ Slow brake response

☐ Fluid leakage/puddles

☐ Check engine light or other dash warning lights

☐ Unusual noises/engine knocking