



**DRIVERS FIELD TRIP VEHICLE LOG & CHECK LIST**  
 (Return to Principal at end of trip)

School \_\_\_\_\_

Reason for travel \_\_\_\_\_

Driver(s) \_\_\_\_\_

Valid Class 4 License

Driver's Abstract Reviewed and Approved

Rental Company \_\_\_\_\_ Vehicle Name/Type \_\_\_\_\_ Fuel Type Diesel/Gas/Other Mileage \_\_\_\_\_

Pre-trip inspection completed and satisfactory

Date	Time		Mileage		Trip Details	Fuel Level	Driver		Daily Check Complete
	Start	End	Start	End			Name	Signature	

**Daily Checks** - All lights working; tires safe and legal; windshield undamaged and clear to drive; bodywork and trim secure.

**PRE-TRIP INSPECTION LIST**  
(attach to Driver's Log)

Date of Check: \_\_\_\_\_

Name: \_\_\_\_\_

Mark each item as:    ✓ Satisfactory    X Defective/Missing    N/A Not Applicable

**FLUIDS**

Engine Oil  
Windshield Wash

Fuel

**Lights/Electric**

Indicators  
Headlights

Reverse lights

Horn  
Windshield Wipers  
4-way flashers

**External Condition**

Door/Wing Mirrors  
Wiper Blades

Windshield Washers

Tires (general condition)  
Spare Tire  
Door Locking

**Internal Condition**

Seat Belts  
Head Rest  
Adjustment  
Head Restraint  
Adjustment

**Comments:** Damage noted, repairs due etc  
Mark on diagram any damage and date noted

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