ZTR Lawnmower Pre-Trip Inspection Report

(INSTRUCTIONS: All boxes are to be checked for response, click to initiate checkmark if N/A or discrepancies leave blank and fill in comment)

Employee/Driver:_____ Serial # : _____	Vehicle #:_____ Hour Meter: _____	Date:___/___/____ Time:___:___am ☐ pm ☐

Inspection reports to be performed daily. Keep reports in the vehicle, and turn in at end of month with your Monthly Vehicle Log, unless there is a new issue and/or one that requires immediate attention.

Mark **every** Box below. Leave blank If it requires attention or is less than Ideal. Mark ☑ If it meets county standards.

Walk Around Visual Inspection I:

☐ Check for body damage (see column on right)
☐ Check tire tread
☐ Check windows/Plexi glass shields
☐ Check mirrors
☐ Check under vehicles for fluid leaks/irregularities

Under the Hood Inspection:

☐ Check oil (full, clean)
☐ Check transmission fluid
☐ Check coolant
☐ Check belts
☐ Check battery and cables

Interior Inspection:

☐ Check seating (cleanliness, tears, stains)
☐ Check seatbelts
☐ Check parking brake
☐ Check hand grips
☐ Check first aid kit is onboard and full (if applicable)
☐ Check fire extinguisher is onboard and charged (if applicable)

Start Up Inspection:

☐ Mower starts okay without sounds and/or hesitation
☐ Check for any warning lights that may be on
☐ Check steering wheel & column (not too much play)
☐ Check caster wheels on deck
☐ Check brakes
☐ Adjust mirrors if equipped

Odometer Reading at Start:_____
Fuel level at Start* ¼ ☐ ½ ☐ ¾ ☐ full tank ☐
*Borrowed vehicles must be returned with a full tank

While operating the vehicle, always be aware of unusual smells, sounds, vibrations, or anything that does not seem right with the vehicle.

Drivers Notes: Auto – Font 200 characters max

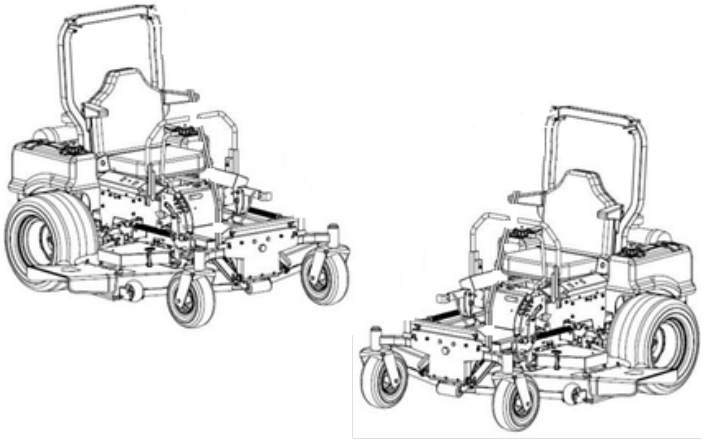
Walk Around Visual Inspection II:

Mark all exterior damage where it is located on the sketch below or using the identifying letter from this key:

Key

A- Scratch or Scrape Loose
B- Broken
C- Cracked
D- Dented
E- Loose
F- Flat
G- Missing

Front of Vehicle



Vehicle Inspection

☐ Check all belts/ check for cracks fread
☐ Check and Test hydraulic fluid (*Only on level ground*)
☐ Check Oil level on level ground and before starting
☐ Check Gasoline level
☐ Check Blades/ Sharpen or Replace
☐ Check control levers for proper function
☐ Check All safety switches
☐ Check Discharge for debris

Do not forget your Personal Protective Equipment.
Roadway Safety Vest, Eye Protection, Hearing Protection, "STAY HYDRATED"