



## Vehicle Use and Inspection Checklist and Acknowledgement Form

Name of Driver: \_\_\_\_\_ Department: \_\_\_\_\_

Vehicle Description: \_\_\_\_\_

Vehicle License Plate #: \_\_\_\_\_

Date: Picked Up \_\_\_\_\_

Returned \_\_\_\_\_

Item Checked	Condition Description	Pre-Use Initial	Condition Description	Post-Use Initial
Circle Check for Body damage (scratches, dents, etc.)				
Tires (inflated? tread wear?)				
Headlights				
Brake Lights				
Signal Lights				
Brakes				
Windshield Damage				
Oil (Indicator light on?)				
Engine (Service Engine light on?)				
Fuel Tank Full				

I have read, understood and agree to comply with the **Lambton College Use of College Owned/Leased Vehicles Policy**.

Driver's Signature: \_\_\_\_\_

Driver's Name: \_\_\_\_\_  
(please print)

A completed Vehicle Use and Inspection Checklist and Acknowledgement Form must be provided to the Department responsible for the vehicle upon return of College owned/leased vehicle.