

# Fleet Vehicle Return Inspection Checklist

Vehicle ID / Plate Number

Employee Name

Return Date

## Odometer

Odometer Reading

## Exterior Inspection

- ☐ No body damage
- ☐ Windows/Glass OK
- ☐ Lights/Indicators OK
- ☐ Tires in good condition
- ☐ Mirrors intact

## Interior Inspection

- ☐ Clean interior
- ☐ All controls function
- ☐ Seats in good condition
- ☐ Fuel level meets policy

## Accessories & Equipment

- ☐ All keys returned
- ☐ Manuals present
- ☐ Toolkit present
- ☐ Spare tire present

Comments / Notes

Inspected By