

**Dakota Milestones  
Monthly Vehicle Safety Check**

Month and year: \_\_\_\_\_

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

License plate: \_\_\_\_\_

	OK =meets standards X=does not meet standards N/A= Not applicable
A. Headlights operational (high/low beam)	
B. Turn signals operational	
C. Emergency flashers operable	
D. Brake lights operational	
E. Horn in working order	
F. Brakes are firm	
G. Emergency brake holds	
H. Vehicles clean	
1. Outside washed this month	Date done: _____
2. Inside garbage removed	
3. Vacuumed out this month	Date done: _____
4. Inside wiped clean this month	Date done: _____
5. Seats are cleaned and shampooed	
6. Shampooed carpets	
J. Tires inflated to proper amount and are in good condition	
K. Exhaust System in good condition	
L. Fire extinguisher checked and proper level	
M. Gas gauge registers ½ full or more	
N. Heater/AC units work (front and back)	
O. Mileage reading	
P. Oil change date	
Q. Oil change mileage	
R. First aid kit available	
S. Spare tire in good condition	
T. Jack available	
U. Reflectors available	
V. Tire iron available	
W. Insurance card available	
X. Handicapped parking sign available	
Y. Vehicle registration card available	
Z. Van records up to date	
AA. Windshield scraper available in winter	
BB. Flash light operable	
CC. Oil level full	

Signature of staff completing check: \_\_\_\_\_

Date check completed: \_\_\_\_\_