

APPENDIX B: Daily Circle Check

Instructions: To be reviewed daily by driver.

The following checklist is intended to provide guidance on what to look for before driving your vehicle, to help ensure you have a safer trip:

Exterior

- ☐ Leaks or other visible body damage
- ☐ Windows (clean, in good condition and unobstructed)
- ☐ Lights function (head, turn signals, tail, brake, hazard and reverse)
- ☐ Tires in good condition (no visible flat tires, no visible damage)
- ☐ Windshield wipers functional and in good condition (blades are not cracked, torn or heavily worn)
- ☐ Mirrors are clean, free of damage and properly positioned

Interior

- ☐ Brakes working (test for soft or hard pedal feel, test action of emergency brake)
- ☐ Heater/defroster working
- ☐ Adequate fluid levels (e.g. gas, window washing fluid)
- ☐ Seatbelts in good condition/working properly (examine for wear)
- ☐ Horn working
- ☐ No warnings indicator lights visible (check for red or orange/yellow symbols)
- ☐ Locks are working and functioning properly