



Fleet Maintenance Checklist

Preventive-maintenance, defect-review and repair-closeout worksheet for small trucking fleets.

UNIT AND REVIEW INFORMATION

Company		Review date	
Unit number		VIN / asset ID	
Vehicle type	Truck / trailer / other	Odometer / hours	
Reviewer		Next review date	

DAILY CONDITION REVIEW

Check	Inspection item	Condition / notes
☐	Tires: inflation, tread, visible damage and abnormal wear	
☐	Wheels, rims and fasteners	
☐	Lights, reflectors and identification markings	
☐	Visible leaks or fluid concerns	
☐	Windshield, mirrors and wipers	
☐	Air and brake system observations	
☐	Steering feel, unusual vibration or sound	
☐	Coupling equipment and connections	
☐	Trailer doors, landing gear and general condition	
☐	Warning lights or diagnostic messages	
☐	Safety equipment required by company procedure	
☐	Driver notes or repeated concerns	

Immediate concerns should be escalated using the company defect and safety procedure.



Open Defects and Weekly Review

Keep the issue visible from first report through inspection, repair and return to service.

OPEN DEFECT LOG

Priority	Issue / location	Reported by / date	Assigned action	Status

WEEKLY FLEET REVIEW

Check	Inspection item	Review / owner
☐	Critical or high-priority items still open	
☐	Service due within the next operating cycle	
☐	Repeated defects on the same unit	
☐	Repair notes or invoices still missing	
☐	Units waiting for return-to-service approval	
☐	Warranty or vendor follow-up required	
☐	Driver coaching or operating trend identified	



Scheduled Service Planner

Track recurring work by date, mileage, engine hours or the interval used by your fleet.

SERVICE SCHEDULE

Service item	Last completed	Last mileage / hours	Next due	Provider / notes	Done
Engine oil and filter					[]
Fuel filters					[]
Air filter inspection					[]
Cooling system					[]
Transmission / driveline					[]
Brake inspection and adjustment					[]
Tire / alignment review					[]
Battery / charging system					[]
Periodic inspection					[]
Trailer service					[]

REPAIR CLOSEOUT

Work order / invoice		Repair date	
Service provider		Cost (optional)	
Reported issue		Finding	
Work completed		Returned to service	Yes / No
Approved by		Follow-up due	

Closeout notes

Closeout should answer what was reported, what was inspected, what was repaired and who approved return to service.