Daily Van Walkaround

Filled in for a made-up company, Brightline Field Services. Every name and number is fake.

A company van check, not a DOT inspection report. If a van or truck, with its trailer if towing, is rated at or weighs 10,001 lb or more, or carries hazardous materials that need placards, check FMCSA's and your state's rules for commercial vehicles. Gas cylinders: check PHMSA's materials of trade rules.

COMPANY	Brightline Field Services	VAN / UNIT NO.	12	DATE	10/13/2026
DRIVER	Marcus Hill	ODOMETER	48,297	FUEL	3/4

Outside: lights and hazards on, then walk all the way around	OK	Needs fix	N/A	Notes
Tires: no flats, bulges or cuts, and the pressure looks even	☒	☐	☐	
Wheels: every lug nut in place, nothing loose	☒	☐	☐	
Lights: head, tail, turns, hazards; brake and backup (reflection or helper)	☒	☐	☐	
Glass and mirrors: clean, no new cracks, mirrors set	☒	☐	☐	
Body: no new damage (photograph anything new)	☒	☐	☐	
Under the van: no fresh drips or puddles	☒	☐	☐	
Ladder rack and pipe tube: ladders strapped, tube capped, rack tight	☒	☐	☐	
Cargo doors: side and rear doors latch and lock	☒	☐	☐	
Plates clean and readable	☒	☐	☐	
Trailer, if towing: hitch pin, safety chains, lights	☐	☐	☒	No trailer today

In the cab: engine running	OK	Needs fix	N/A	Notes
Brakes and parking brake work	☒	☐	☐	
Dash: no warning lights after start-up	☒	☐	☐	
Horn works	☒	☐	☐	
Wipers and washer fluid work	☐	☒	☐	Driver's blade streaks
Seat belts latch and release	☒	☐	☐	
Backup camera and backup alarm work	☒	☐	☐	
Heat, A/C and defrost work	☒	☐	☐	
Cab floor: nothing loose that can slide under the pedals	☒	☐	☐	
Glovebox: registration, insurance card and accident kit	☒	☐	☐	

Cargo area	OK	Needs fix	N/A	Notes
Shelves and bins secure; drawers and bin doors closed	☒	☐	☐	
Load secured: nothing loose that can shift in a hard stop	☒	☐	☐	
Cylinders and tanks secured so they can't shift	☒	☐	☐	
Ladders: no cracked rails, bent rungs or missing feet	☒	☐	☐	
Tools and meters for today's calls on board	☒	☐	☐	

Safety gear	OK	Needs fix	N/A	Notes
Fire extinguisher: mounted, gauge in the green, pin and seal on	☒	☐	☐	
First aid kit in the van and stocked	☒	☐	☐	
Spill kit or absorbent on board	☒	☐	☐	
Warning triangles or cones	☒	☐	☐	
Flashlight works	☒	☐	☐	
PPE for today: gloves, safety glasses, hearing protection	☒	☐	☐	

Anything in Needs fix? Tell the office before you leave, and fill in a Defect Report. If you think the van isn't safe to drive, don't drive it: call the office.

DRIVER'S SIGNATURE	Marcus Hill	TIME DONE	7:14 AM	OFFICE REVIEW	Dana Whitfield, 10/13

Daily Van Walkaround

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COMPANY Brightline Field Services | DRIVER Erin Kowalski | VAN / UNIT NO. 15 | WEEK OF 10/05/2026

Each work day, before the first call, write **OK** or **X** in that day's box. For every X, write what's wrong under the grid and fill in a Defect Report.

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Tires and wheels	OK	OK	OK	OK	OK		
Lights and signals (a helper or a reflection)	OK	OK	OK	OK	OK		
Glass, mirrors and wipers	OK	OK	OK	OK	OK		
Body: no new damage	OK	OK	OK	OK	OK		
No fresh leaks under the van	OK	OK	OK	OK	OK		
Ladder rack, ladders and pipe tube secured	OK	OK	OK	OK	X		
Cargo doors latch and lock	OK	OK	OK	OK	OK		
Brakes and parking brake	OK	OK	OK	OK	OK		
Horn, seat belts, backup camera or alarm	OK	OK	OK	OK	OK		
Dash: no warning lights	OK	OK	OK	OK	OK		
Glovebox: registration, insurance, accident kit	OK	OK	OK	OK	OK		
Shelves, bins and load secured	OK	OK	OK	OK	OK		
Cylinders and tanks secured so they can't shift	OK	OK	OK	OK	OK		
Fire extinguisher: gauge in the green	OK	OK	OK	OK	OK		
First aid kit and spill kit on board	OK	OK	OK	OK	OK		
Triangles or cones, flashlight	OK	OK	OK	OK	OK		
PPE for the day	OK	OK	OK	OK	OK		
Odometer (write the reading)	61,240	61,318	61,377	61,452	61,530		
Driver's initials	EK	EK	EK	EK	EK		

PROBLEMS THIS WEEK

Fri: ladder rack strap frayed. Defect Report SAMPLE-DR-0405 filled; office parked the van.

Fri: strap replaced by Hector Ruiz before the first call. Van back out at 8:10 AM.

OFFICE REVIEW Dana Whitfield, 10/09

Monthly Van Inspection

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COMPANY	Brightline Field Services	VAN / UNIT NO.	12	DATE	10/05/2026
YEAR, MAKE, MODEL	2022 cargo van, high roof	PLATE	SAMPLE-1012	ODOMETER	47,880
ASSIGNED DRIVER	Marcus Hill	INSPECTED BY	Hector Ruiz	WEIGHT RATING, LB (DOOR LABEL)	9,500

Tires	Tread depth (32nds of an inch)	Pressure set to (psi)	OK	Needs fix	Notes
Left front	8	60	☒	☐	
Right front	8	60	☒	☐	
Left rear	7	70	☒	☐	
Right rear	7	70	☒	☐	
Spare	10	70	☒	☐	

Set tire pressure to the number on the driver's door label, not the maximum printed on the tire. Ask your shop when tread gets low or wears unevenly.

Lights and glass	OK	Needs fix	N/A	Notes
Outside lights: head (high and low), tail, brake, turn, hazard, backup, marker	☒	☐	☐	
Cab and cargo lights	☐	☒	☐	Rear cargo light out
Windshield: no cracks or chips in the driver's view	☒	☐	☐	
Wiper blades: no tears; washer sprays	☒	☐	☐	
Mirrors: no cracks, adjust and stay put	☒	☐	☐	

Under the hood: engine off and cool	OK	Needs fix	N/A	Notes
Engine oil level	☒	☐	☐	
Coolant level, in the overflow tank	☒	☐	☐	
Brake fluid level	☒	☐	☐	
Washer fluid topped up	☒	☐	☐	
Belts and hoses: no cracks, fraying or bulges	☒	☐	☐	
Battery: terminals clean and tight	☒	☐	☐	

Brakes, steering and cab	OK	Needs fix	N/A	Notes
Brakes: firm pedal, no grinding or pulling (your shop checks the pads)	☒	☐	☐	
Parking brake holds	☒	☐	☐	
Steering: no unusual play or noise	☒	☐	☐	
Horn, seat belts and seats	☒	☐	☐	
Heat, A/C and defrost	☒	☐	☐	
Dash: no warning lights after start-up	☒	☐	☐	
Backup camera and backup alarm	☒	☐	☐	

Monthly Van Inspection

A company van check, not a DOT inspection report. Not legal advice. Check your state and local rules.

VAN / UNIT NO. 12 VIN SAMPLE-VIN-0000012 DATE 10/05/2026

Body and cargo area	OK	Needs fix	N/A	Notes
Body: any new damage photographed, dated and reported	☒	☐	☐	
Doors, latches and locks, cab and cargo	☒	☐	☐	
Steps and grab handles tight	☒	☐	☐	
Shelves and bins bolted down; drawers and bin doors latch	☒	☐	☐	
Partition or bulkhead secure	☒	☐	☐	
Ladder rack and pipe tube: mounts, straps and end caps tight	☒	☐	☐	
Load (people and cargo) within the limit on the door label	☒	☐	☐	

Safety gear	OK	Needs fix	N/A	Notes
Fire extinguisher: mounted, gauge in the green, pin and seal on	☒	☐	☐	
First aid kit: restock what was used	☒	☐	☐	Restocked bandages
Spill kit or absorbent: restock what was used	☒	☐	☐	
Warning triangles or cones	☒	☐	☐	
Flashlight and spare batteries	☒	☐	☐	
PPE stock: gloves, glasses, hearing protection, masks your crew uses	☒	☐	☐	Added 2 pairs of gloves

Paperwork and service	OK	Needs fix	N/A	Expires or due
Registration current	☒	☐	☐	Expires 03/31/2027
Insurance card current	☒	☐	☐	Expires 06/30/2027
State inspection sticker current, where your state has one	☒	☐	☐	Expires 08/31/2027
Glovebox accident kit complete: blank pages and a pen	☒	☐	☐	
Oil change and other service not overdue	☒	☐	☐	Oil change due at 50,000
Open recalls checked by VIN at nhtsa.gov/recalls	☒	☐	☐	None open, 10/05

Found today: what needs fixing	Defect Report filled	Repair booked for	Fixed on
Rear cargo light out	SAMPLE-DR-0398	10/06	10/06

☒ **Van stays in service** ☐ **Parked until fixed** (keys tagged)

INSPECTED BY (SIGNATURE) Hector Ruiz DATE 10/05/2026 OFFICE REVIEW Dana Whitfield, 10/06

Defect Report and Repair Sign-Off

Filled in for a made-up company, Brightline Field Services. Every name and number is fake.

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1. The driver reports it

COMPANY	Brightline Field Services				
VAN / UNIT NO.	12	DATE	10/13/2026	TIME	7:20 AM
REPORTED BY	Marcus Hill	PHONE	(614) 555-0131	ODOMETER	48,297
OFFICE TOLD (WHO)	Dana Whitfield, 7:22 AM			REPORT NO. (OFFICE)	SAMPLE-DR-0412

WHAT'S WRONG	Driver's side wiper blade streaks across my view.
WHERE ON THE VAN, AND WHAT YOU SAW, HEARD OR FELT	The rubber is split near the end of the blade.

Safe to drive, in your view? ☐ Yes ☐ No ☒ Not sure Photos taken? ☒ Yes ☐ No

2. The office decides

☐ **Keep driving until the repair** ☒ **Parked until fixed** (keys tagged) ☐ **Swap to a spare van**

DECIDED BY	Dana Whitfield	DATE AND TIME	10/13, 7:25 AM	SPARE VAN NO.	

3. The repair

REPAIR SHOP OR TECH	Hector Ruiz, lead tech	WORK ORDER NO.	SAMPLE-WO-118	COST	$38.00
DATE IN	10/13/2026	DATE OUT	10/13/2026		

WORK DONE	Replaced both wiper blades and topped up the washer fluid.
PARTS	2 wiper blades, washer fluid

4. Back in service

☒ **Checked: the problem is fixed** ☒ **Driver told the van is fixed**

CHECKED BY	Hector Ruiz	DATE	10/13/2026	ODOMETER	48,297

NOTES	Tested with the washer: clear sweep both sides. Back out at 8:05 AM.

Keep this sheet with the van's records, and add it to the Defect Log on the next page.

Defect Log

A company van record, not a DOT driver vehicle inspection report. Not legal advice. Check your state and local rules.

Date	Report no.	Van	What's wrong	Reported by	Office decision	Fixed on	Checked by
10/02	SAMPLE-DR-0391	7	Left brake light out	Kevin Tran	Parked	10/02	Hector Ruiz
10/05	SAMPLE-DR-0398	12	Rear cargo light out	Hector Ruiz	Keep driving	10/06	Hector Ruiz
10/09	SAMPLE-DR-0405	15	Ladder rack strap frayed	Erin Kowalski	Parked	10/09	Hector Ruiz
10/13	SAMPLE-DR-0412	12	Driver's wiper blade streaks	Marcus Hill	Parked	10/13	Hector Ruiz
10/16	SAMPLE-DR-0419	12	Rear bumper dented (accident)	Marcus Hill	Swapped: van 21		

Office decision: keep driving, parked, or swapped (write the spare van's number).

Vehicle Assignment Record

Filled in for a made-up company, Brightline Field Services. Every name and number is fake.

A record of who drives which van, not legal advice. Check your state and local rules, and what your insurer asks for, on drivers of company vehicles. A person makes every decision.

COMPANY	Brightline Field Services

The van

VAN / UNIT NO.	12	YEAR, MAKE, MODEL	2022 cargo van, high roof	PLATE AND STATE	SAMPLE-1012
VIN	SAMPLE-VIN-0000012			WEIGHT RATING, LB	9,500
TAKE-HOME VAN	☒ Yes ☐ No	PARKS OVERNIGHT AT	Driver's driveway		

The driver

DRIVER	Marcus Hill	ROLE AND TRADE	HVAC service technician	PHONE	(614) 555-0131
LICENSE STATE	SAMPLE	LICENSE CLASS	Regular	EXPIRES	05/14/2029
LICENSE NO.	SAMPLE-DL-2207	RESTRICTIONS OR ENDORSEMENTS	None		
LICENSE COPY ON FILE	☒ Yes, dated 10/01/2026	DRIVING RECORD REVIEW DATE	09/28/2026	BY	Dana Whitfield

A driving record review is a common company step before someone drives a company vehicle, and your insurer may ask for it. Leave it blank if you don't do one. Federal rules apply too: the Driver's Privacy Protection Act when you get a record from the state, and the Fair Credit Reporting Act if a screening company gets it. Check them and your state's rules.

Handover

DATE ASSIGNED	10/01/2026	ODOMETER	47,602	FUEL	F
KEYS ISSUED	2	FUEL CARD, LAST 4	0110	TOLL TAG NO.	SAMPLE-TT-31

☒	Walked around the van together; photos taken of any damage already there
☒	Registration, insurance card and the Glovebox Accident Kit are in the glovebox
☒	Safety gear checked (Monthly Van Inspection, Safety gear)
☒	Tools and meters signed out on the Tool and Equipment Issue and Return sheet
☒	Driver given your company's vehicle rules, if you have them

Driver: I received this van, its keys and the items checked above.

DRIVER'S SIGNATURE	Marcus Hill	DATE	10/01/2026	OFFICE	Dana Whitfield	DATE	10/01/2026

Return or reassignment

DATE RETURNED		ODOMETER		FUEL	E 1/4 1/2 3/4 F
KEYS RETURNED		FUEL CARD BACK	☐ Yes	TOLL TAG BACK	☐ Yes
CONDITION AND PHOTOS				CHECKED BY	

Van Roster

A record of who drives which van, not legal advice. Check your state and local rules.

Van	Year, make, model	Plate	Assigned driver	Since	License expires	Registration expires	Insurance expires
7	2021 cargo van	SAMPLE-1007	Kevin Tran	03/02/2025	11/30/2027	04/30/2027	06/30/2027
9	2021 cargo van	SAMPLE-1009	Luis Ortega	06/16/2025	02/28/2028	04/30/2027	06/30/2027
12	2022 cargo van	SAMPLE-1012	Marcus Hill	10/01/2026	05/14/2029	03/31/2027	06/30/2027
14	2023 cargo van	SAMPLE-1014	Hector Ruiz	01/09/2024	08/31/2028	03/31/2027	06/30/2027
15	2020 cargo van	SAMPLE-1015	Erin Kowalski	07/21/2025	09/30/2027	07/31/2027	06/30/2027
21	2019 cargo van	SAMPLE-1021	Spare (office)			05/31/2027	06/30/2027

Keep the roster with the assignment records in the office. When a van changes hands, fill in a new assignment record and update its line here.

At the Scene

Filled in for a made-up company, Brightline Field Services. Every name and number is fake.

These pages record facts only. They don't decide who was at fault. Follow your state's rules on stopping, swapping information and reporting a crash, and your insurer's instructions. Not legal advice.

Stop the van. Then, if you can, do these in order.

1. **Check for injuries.** Call 911 if anyone is hurt or in danger.
2. **Make it safe.** Hazard lights on. If no one is hurt and the van can move, get out of traffic where your state's rules allow or require it. Set out triangles or cones if it's safe to.
3. **Call the office** at the number below.
4. **Swap information** with the other driver: names, addresses, phones, insurance and plates. Use the Information Exchange page. Show your driver's license, registration and insurance card if asked. **No one there?** If you hit a parked car, a gate or someone's property, follow your state's rules on finding the owner or leaving a note, take photos, and tell the office.
5. **Take photos:** every vehicle from all four sides, the damage up close, the plates, the scene and any road signs, and the other driver's license and insurance card if they agree.
6. **Witnesses:** get names and phone numbers before they leave.
7. **Police:** follow your state's rules on calling the police and reporting a crash. If an officer comes, write down their name, badge number and the report number.
8. **Stick to facts.** Don't argue or guess about who caused it. Leave fault to the insurers.
9. **Write it down** on the Driver Statement and the Scene Sketch while it's fresh, and give the pages to the office.

Numbers to have (the office fills these in before the kit goes in the van)

COMPANY	Brightline Field Services		
OFFICE	(614) 555-0110	AFTER HOURS	(614) 555-0111
INSURANCE COMPANY	Example Mutual (sample insurer)	POLICY NO.	SAMPLE-POL-4471
CLAIMS PHONE	(614) 555-0120	ROADSIDE HELP	(614) 555-0121

Information Exchange

Facts only, not who was at fault. Follow your state's rules and your insurer's instructions. Not legal advice.

DATE	10/16/2026	TIME	4:40 PM	LOCATION	Example Ave at Maple Ridge Rd

Our van

VAN / UNIT NO.	12	DRIVER	Marcus Hill	PLATE	SAMPLE-1012

The other vehicle or property

DRIVER'S NAME	Casey Morgan	PHONE	(614) 555-0158
ADDRESS	100 Sample Way, Sample City	DRIVER'S LICENSE NO. AND STATE	SAMPLE-DL-8830, SAMPLE
OWNER, IF NOT THE DRIVER	Same as the driver	OWNER'S PHONE	
INSURANCE COMPANY	Example Auto (sample insurer)	POLICY NO.	SAMPLE-POL-2209
PLATE AND STATE	SAMPLE-4410	YEAR, MAKE, MODEL, COLOR	2019 sedan, blue
PASSENGERS, NAMES AND PHONES	None		
DAMAGE TO THEIR VEHICLE	Front bumper and hood		
PROPERTY HIT, NOT A VEHICLE		ITS OWNER, AND PHONE	

A second other vehicle, if there is one

DRIVER'S NAME AND PHONE		PLATE AND STATE	
INSURANCE COMPANY AND POLICY NO.			

Witnesses

NAME	Riley Chen	PHONE	(614) 555-0162
WHAT THEY SAW	Saw the sedan hit the van from behind.		
NAME		PHONE	
WHAT THEY SAW			

Police, if they came

DEPARTMENT	Sample City Police	REPORT NO.	SAMPLE-RPT-5520
OFFICER AND BADGE NO.	Ofc. J. Ward, SAMPLE-118		

Driver Statement

Facts only, not who was at fault. Follow your state's rules and your insurer's instructions. Not legal advice.

DRIVER	Marcus Hill	VAN / UNIT NO.	12	DATE AND TIME	10/16/2026, 4:40 PM
LOCATION	Northbound on Example Ave at Maple Ridge Rd, right lane				
WEATHER	Clear	ROAD	Dry	LIGHT	Daylight
WHICH WAY YOU WERE GOING	North on Example Ave			ABOUT HOW FAST	Stopped

What happened, in your own words

Facts only, in order: what you saw, heard and did. Don't guess at what the other driver was thinking.

I was stopped at a red light, northbound on Example Ave at Maple Ridge Rd, in the right lane.

A blue sedan behind me hit our rear bumper.

I put the hazards on and asked the other driver if they were hurt. They said no.

I called the office at 4:45 PM.

We moved both vehicles into the parking lot on the right, past the light.

We swapped information, and I took photos of both vehicles and the scene.

Riley Chen saw it from the sidewalk and gave me a phone number.

An officer came at 5:10 PM and took a report, number SAMPLE-RPT-5520.

Damage to our van

Rear bumper dented, right rear door scraped. The doors still open, close and lock.

Was anyone hurt? ☒ No ☐ Yes: write who, and the care they got, below.

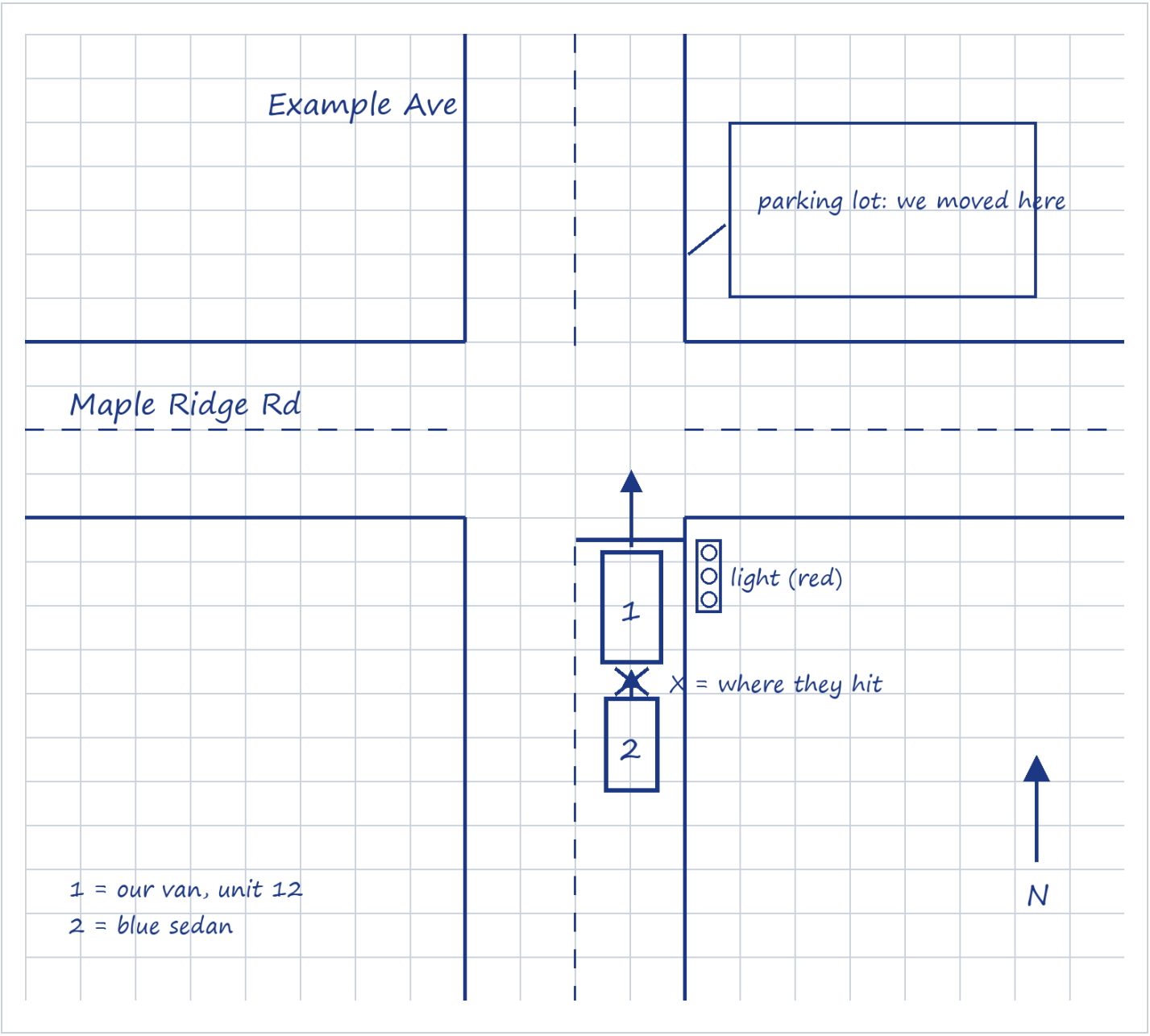
WHO WAS HURT, AND THE CARE THEY GOT

DRIVER'S SIGNATURE Marcus Hill DATE 10/16/2026

Scene Sketch

Facts only, not who was at fault. Follow your state's rules and your insurer's instructions. Not legal advice.

Draw the streets and write their names. Draw each vehicle as a box with an arrow for the way it was going: ours is 1, the other is 2. Mark where they hit, any signs or signals, and which way is north.



STREET NAMES	Example Ave runs north and south; Maple Ridge Rd runs east and west.		
DRIVER'S SIGNATURE	Marcus Hill	DATE	10/16/2026

Accident Office Follow-Up

Filled in for a made-up company, Brightline Field Services. Every name and number is fake.

A checklist, not legal advice. Follow your insurer's instructions and your state's rules on crash reports. If anyone from your company was hurt, follow your injury reporting steps too.

COMPANY	Brightline Field Services	DATE OF ACCIDENT	10/16/2026
VAN / UNIT NO.	12	DRIVER	Marcus Hill
CLAIM NO.	SAMPLE-CLM-0091		
INSURANCE COMPANY	Example Mutual (sample)	ADJUSTER AND PHONE	Sam Reyes, (614) 555-0170

Step	Done	Date	By	Notes
Driver checked on; anyone hurt is getting care	☒	10/16	DW	No one hurt
If anyone from your company was hurt: your injury report and workers' compensation steps started	☐			Not needed: no one hurt
Kit pages back from the driver: Information Exchange, Driver Statement, Scene Sketch	☒	10/16	DW	
Photos saved with the van's records	☒	10/16	DW	Van 12 folder
Insurer told, the way your policy asks; claim number written above	☒	10/16	DW	Claim opened by phone
Owner told, if we hit someone's property or a parked car (who, and how)	☐			Not needed: no property hit
Police report number written down, and a copy requested	☒	10/19	DW	Copy requested
State crash report filed, if your state requires one (who filed it)	☒	10/19	MH	Filed by the driver
Van: drivable or towed, and where it is now	☒	10/16	DW	Drivable; parked at the office
Repair estimate in, and a shop chosen	☒	10/19	DW	Sample Body Works
Spare or rental van for the driver (van no.)	☒	10/16	DW	Van 21
Repair done, and the van checked before it goes back out	☐			Booked for 10/23
Glovebox Accident Kit restocked with blank pages	☒	10/19	DW	
Everything kept in one file: these pages, photos, estimates, letters	☐			

NOTES

Other driver's insurer: Example Auto, policy SAMPLE-POL-2209. Sent to our insurer 10/16.

Repair booked for 10/23. Marcus drives van 21 until then.

FILE CLOSED BY _____ DATE _____

Tool and Equipment Issue and Return

Filled in for a made-up company, Brightline Field Services. Every name and number is fake.

A record of who has what, not legal advice. It isn't an agreement to take the cost of a lost or damaged tool out of anyone's pay: federal and state wage rules limit pay deductions, so check them first.

COMPANY Brightline Field Services TECH Marcus Hill VAN / UNIT NO. 12 OFFICE CONTACT Dana Whitfield, (614) 555-0110

Date out	Item	Tag or serial no.	Condition out	Initials out: tech, office	Date back	Condition back	Office initials
10/01	Refrigerant manifold gauge set	SAMPLE-T-031	Good	MH, DW			
10/01	Digital multimeter	SAMPLE-T-044	Good	MH, DW			
10/01	Cordless drill, 2 batteries, charger	SAMPLE-T-052	Good	MH, DW			
10/01	Vacuum pump	SAMPLE-T-077	Good	MH, DW			
10/01	Refrigerant leak detector	SAMPLE-T-071	Good	MH, DW	10/09	Sensor tip worn: sent for repair	DW
10/09	Leak detector (loaner)	SAMPLE-T-072	Good	MH, DW			
10/01	8 ft fiberglass stepladder	SAMPLE-T-060	Good	MH, DW			

How to use it: one line per item. When it goes out, write its condition, and the tech and the office both initial the line. When it comes back, the office writes the date and its condition and initials it. Lost or broken? Write what happened under Condition back and tell the office. Keep calibration and service dates for meters and gauges in your tool records, not on this sheet.