

CEO Agency Vehicle Daily Checklist

Date:

Agency Vehicle: _____

Checked By: _____

Exterior:

- Clean
- No new dings or scratches * Note any new blemishes in the comments section below *
- Tires are properly inflated
- Is there enough gas?
- NYS Registration sticker is current
- NYS Inspection sticker is current

Interior:

- Clean
- No trash in vehicle

Additional Comments: _____

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