

Daily Checklist

Date: _____

The Daily checklist is a quick reminder to not miss something that would impact your service negatively. Let's make sure when you are ready to go, that nothing is overlooked.

Pre-Driving Checklist

Supplies: Trash Bag, Damp Towel / Cleaning Wipes & Air Freshener

- ☐ Interior
 - ☐ Purge All Trash
 - empty water bottles
 - snack wrappers
 - receipts
 - loose change
 - ☐ Vacuum (quick, if necessary)
 - ☐ Check Rear Footrests
 - ☐ Clean windows & seats
- ☐ Mechanical
 - ☐ Check all lights working
 - ☐ Console Diagnostics:
 - Alternator / Amp
 - Tire Pressure
 - Oil %, Oil Mileage
 - ☐ Check tire pressure
- ☐ Storage
 - ☐ Trash in Trunk
 - ☐ Trunk Emergency Supplies
 - See List
- ☐ Exterior
 - ☐ Any major blemishes including spills, dirt & bird
 - ☐ Wash car if needed
- ☐ Guest Space
 - ☐ Wipe Rear seat handrests & any center rests
 - ☐ Straighten Floor Mats
 - ☐ Replenish any Guest novelties as needed (snacks)

Take just 5 minutes before the driving time to make sure the vehicle is presentable to riders. If there's a break between meals or pulled over, look at passenger area for need to clean, pick

o Mid Shift Driver Check
