

Weekly Checklist Checkboxes ~ Daily checklist + these

Date (Week Ending same day weekly) : _____

Here's a quick reminder of steps to check off which could impact your service negatively. Be sure when you're ready, that nothing is overlooked.

Weekly Pre-Driving Checklist

Supplies: Bucket of Soapy Water, Rag Car Wash Member

- ☐ Interior
 - ☐ Wipe Car Interior – Wipe Dash & Driver Console
 - ☐ Passenger Seats, all doors, headrests
 - ☐ Floor Mats: Shake Thoroughly & Rinse (if at Car Wash)
 - ☐ Deodorize & Disinfect ☐ Spray ☐ Wipes ☐ Hanging / Jar Deodorizers
- ☐ Vacuum Thoroughly
 - ☐ Driver Console ☐ Between Console & Seats
 - ☐ Front Seats near Doors
 - ☐ Wipe Car Interior – Wipe Dash & Driver Console.
 - ☐ Clean windows & seats
- ☐ Mechanical
 - ☐ Lights ☐ Turn Signals ☐ Headlights ☐ Brake Lights ☐ Interior
 - ☐ Windshield Washer Fluid ☐ Coolant Level ☐ Brake Fluid
 - ☐ Transmission fluid ☐ Gas/Oil Additives (winter)
 - ☐ Check belt tension
- ☐ Storage
 - ☐ Trunk Emergency Supplies ☐ Any Seasonal (Snow, Ice, Heat)
 - See List
- ☐ Exterior
 - ☐ Wipe Car's Exterior
 - ☐ Wash car if needed / membership encouraged
 - ☐ Look for any Scuff Marks on Tires, Wipe/ Clean / Spray as needed
- ☐ Guest Space
 - ☐ Wipe Rear seat handrests & any center rests
- ☐ Administration:
 - ☐ Log all mileage ☐ Self Employment Costs ☐ Order Anything
 - ☐ Schedule any needed Maintenance _____
 - ☐ Purchase maintenance supplies _____, parts _____

Take a moment to compare current mileage with vehicle's owner manual. Any service needed within next 1k miles? _____

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