MOTENTRA / FLEET OPERATIONS

DSP end-of-shift inspection sheet

Record condition before the next shift. Complete required driver inspections separately; follow your fleet procedures and applicable vehicle guidance.

Date / time: _____ Unit / VIN: _____ Odometer: _____

Inspector: _____ Driver / shift (if known): _____

CHECK	OK	FLAG	N/A
Exterior, glass, lights, mirrors Compare with prior photos; note new or changed damage.	☐	☐	☐
Tires: FL / FR / RL / RR Record affected wheel, measured condition and concern.	☐	☐	☐
Leaks or loose parts Look for drips, hanging parts or visible damage.	☐	☐	☐
Warning lights and reported symptoms Record the warning and symptoms; do not guess a diagnosis.	☐	☐	☐
A/C, cabin and cargo area Check operation, cleanliness, loose items and door latches.	☐	☐	☐
Camera Working / not working / not fitted; note any concern.	☐	☐	☐
Fuel or charge Record level and charging status where applicable.	☐	☐	☐

Defect / wheel / body area / photo references: _____

Action / work order / owner / due date: _____

Availability: _____ Reviewed by / time: _____

Do not dispatch a vehicle with an unresolved safety concern. Escalate to your fleet lead.

A report documents what was observed; it does not by itself establish who caused damage.