

# Vehicle Condition Report Template

For auto transport pickup and delivery inspections

Use this template to document a vehicle's condition at pickup and delivery. Record pre-existing damage before loading, compare the vehicle at delivery, attach photo IDs, and get signatures from the driver and the pickup/delivery contact.

## 1. Load, Parties, and Route

|                  |  |                           |  |
|------------------|--|---------------------------|--|
| Load / order ID  |  | BOL / inspection #        |  |
| Carrier name     |  | MC / DOT #                |  |
| Driver name      |  | Driver phone              |  |
| Broker / shipper |  | Dispatcher contact        |  |
| Pickup contact   |  | Pickup phone              |  |
| Delivery contact |  | Delivery phone            |  |
| Pickup address   |  | Pickup actual date/time   |  |
| Delivery address |  | Delivery actual date/time |  |

## 2. Vehicle Details

|                       |                                                                                       |                  |                                                                                                                                                     |
|-----------------------|---------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Year                  |                                                                                       | Make             |                                                                                                                                                     |
| Model / trim          |                                                                                       | Color            |                                                                                                                                                     |
| VIN                   |                                                                                       | VIN verified?    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                            |
| License plate / state |                                                                                       | Odometer         |                                                                                                                                                     |
| Keys / remotes        |                                                                                       | Fuel level       | <input type="checkbox"/> Empty <input type="checkbox"/> 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> Full |
| Running?              | <input type="checkbox"/> Yes <input type="checkbox"/> No                              | Inoperable?      | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                            |
| Alarm disabled?       | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Personal items?  | <input type="checkbox"/> None <input type="checkbox"/> Listed below                                                                                 |
| Loose parts / mods    | <input type="checkbox"/> None <input type="checkbox"/> Listed below                   | Special handling | <input type="checkbox"/> Low clearance <input type="checkbox"/> Oversize <input type="checkbox"/> Enclosed <input type="checkbox"/> Other           |

### Pre-Pickup Preparation Checklist

|                                                                  |                                                           |
|------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Vehicle clean enough to inspect         | <input type="checkbox"/> Keys/remotes provided            |
| <input type="checkbox"/> Alarm/immobilizer instructions provided | <input type="checkbox"/> Personal items removed or listed |
| <input type="checkbox"/> Toll tags/parking passes removed        | <input type="checkbox"/> Loose parts secured or noted     |
| <input type="checkbox"/> Running/inoperable status confirmed     | <input type="checkbox"/> Loading instructions reviewed    |

### 3. Pickup Inspection - Before Loading

Pickup rule of thumb: inspect before the vehicle is moved or loaded. Mark all visible pre-existing damage, capture photos, record exceptions, and collect signatures only after the pickup contact has reviewed the report.

#### Photo Checklist

Use photo IDs such as P01, P02, D01, D02, etc. Write those IDs beside matching damage notes. Follow broker/shipper instructions when they require specific angles, VIN scans, or video.

| Recommended photo            | Pickup ID | Delivery ID | Notes |
|------------------------------|-----------|-------------|-------|
| Full front view              |           |             |       |
| Full rear view               |           |             |       |
| Driver side full view        |           |             |       |
| Passenger side full view     |           |             |       |
| VIN plate / VIN barcode      |           |             |       |
| Odometer / dash              |           |             |       |
| Interior overview            |           |             |       |
| Close-up of each damage area |           |             |       |

#### Pickup Condition Checklist

| Inspection area                  | OK?                      | Damage?                  | Photo ID(s) | Pickup notes |
|----------------------------------|--------------------------|--------------------------|-------------|--------------|
| Front bumper / grille            | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Hood / front fenders             | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Windshield / glass               | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Roof / sunroof                   | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Driver side doors / panels       | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Passenger side doors / panels    | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Rear quarter panels              | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Trunk / hatch / rear bumper      | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Lights / mirrors / trim          | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Wheels / tires / wheel covers    | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Undercarriage visible            | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Seats / upholstery               | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Dash / electronics / accessories | <input type="checkbox"/> | <input type="checkbox"/> |             |              |
| Carpets / cargo / trunk          | <input type="checkbox"/> | <input type="checkbox"/> |             |              |

Pickup Damage Log - Pre-Existing Damage

Record every visible issue. Include the panel/location, damage type, severity/size, whether it was present at pickup or first observed at delivery, and the matching photo IDs.

| # | Panel / location | Damage code | Severity | Pre-existing? | Photo ID(s) | Notes / measurement |
|---|------------------|-------------|----------|---------------|-------------|---------------------|
| 1 |                  |             |          |               |             |                     |
| 2 |                  |             |          |               |             |                     |
| 3 |                  |             |          |               |             |                     |
| 4 |                  |             |          |               |             |                     |
| 5 |                  |             |          |               |             |                     |
| 6 |                  |             |          |               |             |                     |
| 7 |                  |             |          |               |             |                     |
| 8 |                  |             |          |               |             |                     |
| 9 |                  |             |          |               |             |                     |

Pickup Acknowledgement

|                                  |            |            |               |
|----------------------------------|------------|------------|---------------|
| Driver                           | Signature: | Date/time: | Printed name: |
| Pickup contact / shipper / agent | Signature: | Date/time: | Printed name: |

4. Delivery Inspection - Before Final Signoff

Delivery rule of thumb: compare the vehicle against the pickup record before signing. Note new damage or exceptions on this report before final signoff and attach matching delivery photo IDs.

Delivery Condition Checklist

| Inspection area                  | OK?                      | Damage?                  | Photo ID(s) | Delivery notes |
|----------------------------------|--------------------------|--------------------------|-------------|----------------|
| Front bumper / grille            | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Hood / front fenders             | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Windshield / glass               | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Roof / sunroof                   | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Driver side doors / panels       | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Passenger side doors / panels    | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Rear quarter panels              | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Trunk / hatch / rear bumper      | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Lights / mirrors / trim          | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Wheels / tires / wheel covers    | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Undercarriage visible            | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Seats / upholstery               | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Dash / electronics / accessories | <input type="checkbox"/> | <input type="checkbox"/> |             |                |
| Carpets / cargo / trunk          | <input type="checkbox"/> | <input type="checkbox"/> |             |                |

Delivery Exceptions / New Damage Log

Record every visible issue. Include the panel/location, damage type, severity/size, whether it was present at pickup or first observed at delivery, and the matching photo IDs.

| # | Panel / location | Damage code | Severity | New at delivery? | Photo ID(s) | Notes / measurement |
|---|------------------|-------------|----------|------------------|-------------|---------------------|
| 1 |                  |             |          |                  |             |                     |
| 2 |                  |             |          |                  |             |                     |
| 3 |                  |             |          |                  |             |                     |
| 4 |                  |             |          |                  |             |                     |
| 5 |                  |             |          |                  |             |                     |
| 6 |                  |             |          |                  |             |                     |
| 7 |                  |             |          |                  |             |                     |
| 8 |                  |             |          |                  |             |                     |
| 9 |                  |             |          |                  |             |                     |

Delivery Outcome

|                               |                                                                                                                                                                              |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vehicle condition at delivery | <input type="checkbox"/> Matches pickup report <input type="checkbox"/> Exceptions noted above <input type="checkbox"/> Customer not available                               |
| BOL / POD action              | <input type="checkbox"/> Final BOL sent <input type="checkbox"/> POD retained <input type="checkbox"/> Invoice sent <input type="checkbox"/> Payment collected / marked paid |
| Receiver comments             |                                                                                                                                                                              |
| Carrier comments              |                                                                                                                                                                              |

Delivery Acknowledgement

|                                      |            |            |               |
|--------------------------------------|------------|------------|---------------|
| Driver                               | Signature: | Date/time: | Printed name: |
| Delivery contact / consignee / agent | Signature: | Date/time: | Printed name: |

## Damage Code Legend

Use short codes to keep the report readable. If your broker, shipper, OEM, or insurer requires AIAG-style coding, use their required code set. This simplified legend is designed for paper carrier use.

| Code      | Meaning            | Code      | Meaning               |
|-----------|--------------------|-----------|-----------------------|
| <b>B</b>  | Bent               | <b>BR</b> | Broken / major damage |
| <b>C</b>  | Cut                | <b>CH</b> | Chipped / paint chip  |
| <b>CR</b> | Cracked            | <b>D</b>  | Dented                |
| <b>G</b>  | Gouged             | <b>M</b>  | Missing               |
| <b>P</b>  | Pitted / punctured | <b>R</b>  | Rubbed / scuffed      |
| <b>RU</b> | Rust               | <b>S</b>  | Scratched             |
| <b>SL</b> | Soiled / stained   | <b>T</b>  | Torn                  |
| <b>L</b>  | Loose              | <b>FF</b> | Foreign fluid / leak  |
| <b>O</b>  | Other - describe   | <b>NA</b> | Not accessible        |

## Optional Severity Codes

| Severity | Size / meaning                |
|----------|-------------------------------|
| <b>1</b> | Up to 1 inch                  |
| <b>2</b> | Over 1 inch up to 3 inches    |
| <b>3</b> | Over 3 inches up to 6 inches  |
| <b>4</b> | Over 6 inches up to 12 inches |
| <b>5</b> | Over 12 inches                |
| <b>6</b> | Missing / major damage        |

## How to Use This Template

|                                                     |                                                                                                                |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>1. Complete load and vehicle details first.</b>  | Confirm the VIN, year, make, model, color, odometer, keys, and operational status before the vehicle is moved. |
| <b>2. Inspect at pickup before loading.</b>         | Walk the vehicle in a well-lit area, mark all pre-existing damage, and attach photo IDs to each note.          |
| <b>3. Capture photos before and after.</b>          | Use wide shots to document overall condition and close-ups for every marked damage item.                       |
| <b>4. Get signatures at pickup.</b>                 | The driver and pickup contact should review the condition notes before signing.                                |
| <b>5. Compare at delivery before final signoff.</b> | Inspect against the pickup record. Note any new damage or delivery exceptions before signing.                  |
| <b>6. Send or retain a copy.</b>                    | Provide the completed report/BOL copy to the proper parties according to company, broker, or shipper policy.   |

Paper-to-digital bridge: This paper template shows the information every carrier must capture. [Super Dispatch's free Driver App](#) lets you do the same inspection digitally with VIN scanning, guided photo capture, damage marking, electronic signatures, and automatic BOL/invoice generation.

## Version / Policy Notes

This template is provided by Super Dispatch as a practical resource for auto transport documentation. It is not legal advice and should be adapted to your company terms, broker requirements, shipper instructions, insurance procedures, and state/federal compliance obligations.