**VEHICLE SAFETY CHECKLIST**

**Completed forms must be returned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at the end of each week. Forms must be retained for by the School/Department/Directorate manager for one year.**

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| --- | --- | --- | --- |
| **Vehicle** | **Reg No.** | **Week starting** | **Final mileage** |
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| **DAILY VEHICLE CHECKS** | |
| **Any defects must be reported and corrected before using the vehicle.**  **By signing the vehicle log below, the driver is confirming the vehicle has been checked in accordance with the Universities Driving For Work procedures.** | |
| * Tyres – visual check, tread, condition & pressure\* * Front & rear lights & indicators * Brake lights * Wipers / washers   \* Pressure to be checked when the vehicle is refuelled | * Instruments / alarms * Windscreen (chips/cracks etc) * Accident damage / scrapes * Any other defects |
| **Any defects:** | |

**Driver details:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Start date** | **Start time** | **Start miles** | **End date** | **End time** | **End miles** | **Initial/**  **signature** |
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| **Monthly checks (first week of each month) Info below to be completed on-line on Wessex Fleet Management database at**. | |
| **Daily checks as above** | |
| Screen wash level | Fire extinguisher |
| Tax disc | First aid kit |
| Coolant level | High vis vest |
| Engine oil level | Interior clean & tidy |
| Spare tyre | Exterior washed |
| Brake fluid level | Any other defects |
| Horn | Handbrake |
|  | |
| **Details of defect/comment on problems:** | |
| 1 | |
| 2 | |
| 3 | |
| 4 | |

**Note: The University fleet management company, Wessex Fleet Solutions, should be contacted if repairs or maintenance are required for a University owned or leased vehicle.**