**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.**