**DAILY VEHICLE CHECKLIST**

**(checks to be conducted before use of the vehicle)**

**Vehicle Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Odometer Reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Vehicle Make/Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXTERNAL VEHICLE CONDITION**

Item √ = satisfactory/available OR X = defective/missing OR N/A = not applicable

* Condition of vehicle bodywork, windscreen, windows, lights
* Condition of windscreen wiper blades
* Cleanness of windscreen, windows, mirrors, lights, number plate
* Security of load, trailer, roof rack
* Condition of tyres, tyre pressure, tyre wear
* Availability of spare wheel & jack

**FLUIDS**

Item √ = satisfactory/available OR X = defective/missing OR N/A = not applicable

* Engine oil level
* Coolant level
* Windscreen wash level
* Brake/clutch fluid
* Power steering fluid
* Condition of battery
* Oil or waste leaks

**VEHICLE INTERIOR AND EQUIPMENT**

Item √ = satisfactory/available OR X = defective/missing OR N/A = not applicable

* Condition & function of seat belts
* Head restraint adjustment
* Mirror adjustment
* Tax disc
* First aid kit
* Fire extinguisher
* Torch
* Warning triangle
* Vehicle handbook

**FUNCTION CHECKS BEFORE STARTING THE JOURNEY**

Item √ = satisfactory/available OR X = defective/missing OR N/A = not applicable

* Warning light
* All lights
* Horn
* Washers & wipers
* Brake
* Fuel

All the items above have been checked and any defects and omissions reported.

**Driver’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**