

Daily Vehicle Check List

STARTING MILEAGE _____

VEHICLE REG MX67DUY

Prior to commencing all vehicle journeys, the driver **must** undertake the following pre-drive safety check. DRIVER must walk around the vehicle to check for visible defects and check all items listed below.

Please report faults immediately to Phil Griffiths (01948 861488) or John Webb (01948 861019)

* The vehicle should not be used if a defect affects the vehicle or passenger safety or those items that are a legal requirement

ITEM	COMMENT
Engine oil level	
Coolant level / Power steering level / Clutch level	
Windscreen washer fluid level	
Brake fluid level	
Windscreen, windows and mirrors are clean and free from damage *	
Wiper blades are clean and undamaged *	
All lights, including brake lights and indicators are clean and working *	
Tyres (visual check) looking for any cuts and bulges, tread depth (at least 2.5mm across centre and covering all road surface area) *	
Doors open and close properly	
Check for any bodywork damage or sharp edges, scratches, dents etc.	
Operator's license / permit disc is legible, in date and displayed on windscreen	
Mirrors are correctly adjusted, clean and unobstructed	
Position / security of driving seat so that all pedals can be operated comfortably	
Vehicle steering *	
Check for pressure on brake pedal (firm and constant) *	
Dashboard lights working	
Horn *	
Fuel level Ad Blu level	
Passenger lift working and in 'parked' position, with catches fully engaged	
All seat belts are undamaged and working properly *	
First aid kit (sealed) and fire extinguisher (checked) *	
Location of emergency exits	
Any sharp edges, torn or damaged flooring, seat covers etc.	
Cleanliness of interior	
Emergency exit signs evident and exits clear from obstruction	

Prior to moving off please check that:

- All seat belts are being worn / children under 4 are in appropriate secured child seats
- All luggage is securely stowed and aisles and exits are clear

I confirm that all of the required checks have been carried out by me and any defects found have been entered on the **defect form** and brought to the attention of the vehicle owner.

END MILEAGE _____ **PLEASE ENTER LIGHT MILES** _____

DRIVERS SIGNATURE _____ **DATE OF TRIP** _____

PLEASE RETURN THIS FORM WITH KEYS TO POST OFFICE, MALPAS HIGH STREET