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| **WEEKLY VEHICLE CHECKLIST** |
| **This document must be completed for all unit pool and hired vehicles.****It is the driver’s responsibility to ensure the vehicle is roadworthy**  |
| Unit Name: | Unit Number: | Vehicle Name: | Vehicle Registration: |

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| The following checks must be completed on a weekly basis |
| No – action required (note details is comment box) | **X** | Yes – no action required | **🗸** | Not applicable to the vehicle |  **N/A** |
| Under the Bonnet Checks |
| Battery is held securely in place and not leaking |  | Engine coolant levels are sufficient |  | Windscreen washer fluid levels are sufficient |  |
| Coolant levels are sufficient |  | Engine oil levels are sufficient |  | No evidence of leaks (Including underneath the vehicle) |  |
| Brake fluid levels are sufficient |  | Power steering fluid levels are sufficient |  |  |  |
| External Walk Around Checks |
| Doors open/shut and lock properly |  | Tyre inflation is correct |  | All mirrors are undamaged, clean and secure |  |
| Doors lock and unlock properly |  | Tyre tread depth is sufficient and above legal limit |  | All lights (including full beam and indicators) are working and undamaged |  |
| No damage to doors or bodywork |  | No deep cuts, bulges or visible cord on the tyre  |  | Stop lights come on when the footbrake is applied and go out when released |  |
| No loose body panels |  | All wheel-nuts are present and secure |  | Exhaust does not omit excessive amounts od smoke |  |
| Internal Checks |
| Footbrake works correctly and does not have excessive travel |  | All seats are secure |  | Washers point at the windscreen and are operational  |  |
| Handbrake works correctly and does not have excessive travel |  | Seatbelts are accessible, operate correctly and are free from damage |  | All wipers move continually when switched on |  |
| All dashboard warning lamps work and do not highlighting any faults |  | Headrests are present and adjustable |  | Wiper blades clear the windscreen efficiently when used with the washers |  |
| Steering has no excessive play |  | Dashboard and driver’s area clean and free from loose items |  | Windscreen undamaged and no items attached that restrict driver’s vision |  |
| Horn works when operated |  | Fuel level is sufficient |  | Load/equipment can be transported securely |  |
| Spare tyre or emergency wheel is available |  | Spare light bulbs available |  | Safety equipment (warning triangle, first aid kit, torch and high vis) available  |  |
| Details of Damage or Action Required |
| List any existing damage to the vehicle and any action take or action required: |

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| Driver Sign Off |
| Is the vehicle fit for use?  | Y | N | Driver Name: | Driver Signature: | Date: |
| If ‘No’ compete the box below and report to the responsible person. Do not drive the vehicle until it has been declared fit for use. |
| Details of defect or damage: |
| Responsible Person to sign off below to confirm that they will ensure the vehicle is not driven until declared fit for use and that the repairs will be actioned and recorded on the site maintenance log |
| **Responsible****Person:** | Name: | Job Role:  | Signature: |

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| The following section must be completed at the end of the daily use of vehicle  |
| Have you been involved in any accident or incident regardless of whether there has been any injury sustained to any individual (or animal) or damage to any property?  | Y | N |
| If ‘Yes’ compete the box below and report to the relevant person |
| Details of accident/incident and injury/damage: *(Full details must be logged in the AIR3 accident reporting system and with insurance company where applicable* |