**Daily Vehicle Check and Defect Report**

The following checks must be undertaken by the driver at the start of each day/shift and must be monitored during the day. All checks to be carried out in conjunction with Drivers Daily Vehicle Check Guide.

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| Driver: |  | Vehicle Reg: |

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| --- | --- | --- |
| Date: |  | Odometer Reading: |

**** for Satisfactory | **X** for defect | **N/A** for Not Applicable

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| **Check and Defect Report** |

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| --- | --- | --- | --- | --- | --- |
| Security of vehicle body |  | Steering |  | Body/Bodywork |  |
| Tyres and wheels |  | Cleanliness of vehicle and cab |  | Wings/Guards/Boxes |  |
| Mirrors |  | Large straps (x5) |  | Seat Belts |  |
| Windscreen (cracks and damage) |  | Jack and wheel brace |  | Fan/Power Steering Belts |  |
| Reflectors |  | Tachograph |  | Handbrake |  |
| Towing hitch and tailboard |  | Tachograph Paper Rolls (x2) |  | Load Anchor System |  |
| Tail Lift |  | First Aid Kit |  | Restraint Points |  |
| Coolant level |  | Side safety bars |  | Height Indicator |  |
| Oil level |  | Roof warning light |  | Exhaust System |  |
| Fuel level |  | Side foot step and handle |  | Road Fund Licence |  |
| Windscreen Wash level |  | Complete PPE Pack |  | No Smoking Sign |  |
| All lights and indicators |  | Catalogues |  | Clutch |  |
| All brakes |  | Tower Instructions |  | Battery |  |
| Horn |  | Off Hire Pad |  | Warning Triangle |  |
| Washers and wipers |  | Spot a Site forms |  | Drivers Handbook |  |
| Fire extinguishers |  | Any dashboard warning lights |  |  |  |

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| **Nature of any defects found** |

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| Nil defects found: |

I confirm that I have carried out all the above checks as applicable and that any defects have been noted and brought to the attention of my manager/supervisor prior to driving.

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| Driver Signature: |  | Date: |

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| **Corrective action taken** |

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| Print Name: |

|  |  |  |
| --- | --- | --- |
| Signature: |  | Date: |

*To be retained for 15 months.*