**Drivers Daily Vehicle Check Guide**

All drivers must conduct a walk round check of their vehicle at the beginning of each day/shift before leaving the depot. This is MANDATORY.

Each of the items listed on the Drivers Daily Vehicle Check and Defect Report must be checked. A tick (****) will indicate OK, a cross (**X**) will indicate a defect and any items that are not applicable will be marked **N/A**. If no defects are found then ‘Nil defects found:’ will be ticked (****). If Defects are found then ‘Nil defects found:’ will be crossed (**X**)

It is the driver’s responsibility to report all defects immediately. Guidance on what to check for is given below:

|  |  |
| --- | --- |
| Security of vehicle body | Check Condition |
| Tyres and wheels | Check Tread Depth and Pressure |
| Mirrors | Check Condition/Cleanliness/Security |
| Windscreen (cracks and damage) | Check for cracks and damage |
| Reflectors | Check Operation/Cleanliness |
| Towing hitch and tailboard | Check Operation/Condition/Damage |
| Tail lift | Check Operation/Condition/Damage |
| Coolant level | Check Levels and top up as Necessary/Leakage |
| Oil level | Check Levels and top up as Necessary/Leakage |
| Fuel level | Check Levels and top up as Necessary/Leakage |
| Windscreen wash level | Check Levels and top up as Necessary/Leakage |
| All lights and indicators | Check Operation/Cleanliness |
| All brakes | Check Operation |
| Horn | Check Operation |
| Washers and wipers | Check Operation |
| Fire extinguishers | Check Condition/Cleanliness/Security |
| Steering | Check Condition |
| Cleanliness of vehicle/cab | Check Condition |
| Large straps (x5) | Check Operation/Condition/Damage |
| Jack and wheel brace | Check Operation/Condition/Damage |
| Tachograph | Check Operation |
| Tachograph Paper Rolls (x2) | Check Levels |
| First aid kit | Check Condition/Levels |
| Side safety bars | Check Condition/Damage |
| Roof warning light | Check Condition/Damage |
| Side foot step and handle | Check Condition/Damage |
| Complete PPE Pack | Check Condition |
| Catalogues | Check Stock |
| Tower instructions | Check Stock |
| Off Hire Pad | Check Stock |
| Spot a Site forms | Check Stock |
| Any dashboard warning light on? | Check Condition |
| Body/Bodywork | Check Condition |
| Wings/Guards/Boxes | Check Condition |
| Seat Belts | Check Operation/Condition |
| Fan/Power Steering Belts | Check Condition |
| Handbrake | Check Condition |
| Load Anchor System | Check Condition/Damage |
| Restraint Points | Check Condition/Damage |
| Height Indicator | Check Condition/Damage |
| Exhaust System | Check Condition |
| Road Fund Licence | Check Date |
| No Smoking Sign | Check Legible |
| Clutch | Check Condition |
| Battery | Check Security |
| Warning Triangle | Check Condition |
| Drivers Handbook | Ensure present and latest version |

These vehicles are our advertisements on the road and must be cleaned regularly.