

Daily Vehicle Checklist

This checklist is to be completed each day at the start of your shift. If another driver starts a shift in the same vehicle, they must complete their own checklist.

Driver Name:		Badge No:	
Date:		Time:	
Vehicle Registration:		Vehicle Plate No:	
Mileage:			

Check	Pass	Fail
Windows open/close and no damage to front and rear windscreens		
Wipers and Washers		
Mirrors are fitted, secure and free from obstruction		
Any dashboard warning lights. Fail if dashboard warning		
Internal signage clearly displayed i.e. internal disc, no smoking stickers		
Seats and seat belts secure and operate correctly		
Indicators and hazard lights work		
Front lights work		
Rear/reverse/stop lights work. If unable to check write N/A		
Working hand brake		
Any excessive oil or fluid leaks		
Tyres and full set of wheel nuts secured in place		
Tyre thread within legal limit from visible inspection		
Battery Secure (if accessible)		
Doors open and close without issue		
External plates/door sign		
Meter/roof sign (If applicable)		
Fare tariff displayed (If applicable)		
External clean and no significant damage		

Notes on any failures/actions taken

I hereby confirm that I have carried out all of the above checks and I am fit to drive/use this vehicle.

Signature:	Date:
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The paper check sheet must be carried in the vehicle at all times and there must be at least 7 days' worth of checks in the vehicle.