

## SECTION 4 LIGHT VEHICLES

### APPENDIX 3: DAILY VEHICLE INSPECTION CHECKLIST

Vehicle Plant No: \_\_\_\_\_ Driver: \_\_\_\_\_

Start Km: \_\_\_\_\_ End Km: \_\_\_\_\_ DATE: \_\_\_\_\_

ITEM TO CHECK	ACTION	CHECK		DEFECT
		AM	PM	
Radiator	Check level of header tank top up if necessary			
Tyres	Visually check all tyres for condition or inflation			
Battery	Check battery levels where possible			
Lights	Check operation of all lights and horn			
Brakes	Check operation of brakes			
Windscreen	Visually inspect windscreen for cracks and chips			
Seat Belts	Check operation of seat belts			
Panels left side	Check panels for damage			
Panels right side	Check panels for damage			
Panels rear	Check panels for damage			
Panels front	Check panels for damage			

NOTE 1: All equipment should be checked and initialled off by driver before vehicle leaves depot.

NOTE 2: Every box must be ticked if satisfactory, or alternatively any item requiring attention must be reported in the comments column, then to your supervisor.

NOTE 3: Clean windows, set mirrors, and allow engine to idle for a few minutes before driving off.

NOTE 4: In the event that more than one operator is to operate vehicle each day, then each driver is to perform prestart safety check.

**REMEMBER TO REPORT ANY FAULTS TO THE FLEET MANAGER  
AND THEN TO THE WORKSHOP**