

PASSENGER-CARRYING VEHICLES

Vehicle registration	
Date	
Odometer reading	

Centre _____

Driver name _____

Driver's Daily Vehicle Check and Defect Report

DAILY VEHICLE CHECK – Items to be checked by driver before and during driving.

	Checked and OK ✓	Defect found X		Checked and OK ✓	Defect found X		Checked and OK ✓	Defect found X
Lamps – Indicators – Stop lamps			Wheels – <i>condition</i> – <i>security</i>			Tail lift		
Reflectors – Markings – Warning devices			Vehicle/Body/Wings/Guards – <i>damage</i>			Seat security		
Horn and other warnings			Load – <i>security</i> – <i>protection</i>			Seatbelts		
Mirrors – <i>condition</i> – <i>security</i>			Number plates – <i>condition</i> – <i>security</i>			Wheelchair restraints		
Brakes – <i>pressure</i> – <i>operation</i> – <i>leaks</i>			Windscreen wipers – Washers – <i>operation</i> – <i>condition</i>			Ancillary equipment – loading aids etc.		
Brakes – <i>warning devices and instruments</i>			Engine oil/Water/Fuel – <i>levels</i> – <i>leaks</i>			Fire extinguisher		
Driving controls – <i>wear</i> – <i>operation</i>			Exhaust – <i>condition</i> – <i>smoke</i>			First aid box		
Tyres – <i>inflation</i> – <i>damage</i> – <i>wear</i>			Tachograph/Speedometer/Speed limiter – <i>operation</i>			Spillage kit		

DEFECT REPORT – details of any faults:

Driver's signature _____

Action taken to rectify problems:

Repairer's signature _____ Date _____

Centre Manager's signature _____ Date _____