|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Daily Maintenance Truck Checklist** | | | | | | | | |
| **It is the responsibility of operators and drivers of vehicles to ensure that the vehicles they use are roadworthy as it is an offence to use an un-roadworthy vehicle on the road.** | | | | | | | | |
| **Driver name:** | | | | **Vehicle Registration:** | | | **Date:** | |
| **Checks Prior to Vehicle Departure:** | | | | | | | | |
| **Check for the following, Function – Damage – Cleanliness - Condition - Security - Operation** | | | | | | | | |
| **X Indicate if requiring attention** | | **Indicate that this item is fit for purpose** | | | | **N/A Item not applicable** | | |
| **Start Time First Vehicle Check:** | | | | | | **Mileage IN:** | | |
| **Finish Time First Vehicle Check:** | | | | | | **Mileage OUT:** | | |
| **Total Vehicle Check Time:** | | | | | | **Total Mileage:** | | |
| Oil level | |  | Hazard and Indicators | |  | No smoking sign | |  |
| Coolant - visual check: | |  | All lights working | |  | Ancillary Equipment- | |  |
| Screen Wash | |  | Reflectors functional | |  | Tyres - Inflation, wear | |  |
| Brake and power steering fluid | |  | Horn | |  | Tyres - Tred depth | |  |
| Doors / Alarm | |  | Wheels- condition-security | |  | Tyres - Visual Check | |  |
| Windows | |  | Wheel Nut Marker lined up | |  | Tachograph functional | |  |
| Wipers and Washers | |  | Mirrors | |  | Tacho, spare roll | |  |
| Operators Licence valid | |  | Tax Disc valid | |  | Plating Certificate | |  |
| AdBlue level | |  | Warning Lights | |  | Tail-lift functioning correctly | |  |
| Are there sufficient straps / ties to restrain the load correctly and is the Load safe & secure (Trollies/Pump Truck etc)? | | | | | | | | Yes / No |
| **Any additional damage reported from previous vehicle inspection (Vehicle Image) ?** | | | | | | | | Yes / No |
| **Driver Sign:** |  | | | **Controller Sign:** | **Date:** | | | |
| **Vehicle checks and Observations should be continuous throughout the day:** | | | | | | | | |
| Steering functional | |  | Suspension | |  | Exhaust system | |  |
| Engine Performance | |  | Clutch functional | |  | Warning lights | |  |
| Electrics functional | |  | Handbrake functional | |  | Tachograph | |  |
| Warning Lights | |  | Wheels / Tyres | |  | Tail-lift functioning correctly | |  |
| Seating functional | |  | Foot brakes functional | |  | Locks / alarms | |  |
| **COMMENTS ON ROAD:** | | | | | | | | |
| **Nil defects (driver signature)………………...………………………………. *If no defects found the driver MUST sign 'nil defects'*** | | | | | | | | |
| **DEFECT REPORTING** | | | | | | | | |
| ALL DAMAGE/DEFECTS **MUST** BE REPORTED TO [RELEVANT MANAGER] **BEFORE** YOU LEAVE SITE | | | | | | | | |
|  | | | | | | | | |
| **Defect Raised By - PRINT NAME: SIGNATURE: DEFECT NOTE NUMBER:** | | | | | | | | |
| **Final walkround Vehicle Check: START: FINISH: TOTAL:** | | | | | | | | |
| **DE-BRIEFER CONTROLLER SECTION** | | | | | | | | |
| **Tacho Card removed from vehicle unit and donwload up to date? (Up to date = Daily/Weekly)** | | | | | | | **Yes** | **No** |
| **Any additional damage reported from first vehicle inspection ?** | | | | | | | **Yes** | **No** |
| **Defect Register Updated?** | | | | | | | **Yes** | **No** |
| **Did vehicle require taking off road?** | | | | | | | **Yes** | **No** |
|  | | | | | | | | |
| **Driver Sign:** |  | | | **Controller Sign:** | **Date:** | | | |