

Vehicle check

About two minutes at the vehicle. Tap OK for each item, or Needs attention.

Questions marked * need an answer.

1. Is this a pre-trip or post-trip check? *

☐ Pre-trip ☐ Post-trip

2. Driver's name *

3. Date *

Date

4. Vehicle or unit number *

5. Registration (licence plate)

6. Odometer reading *

Kilometres or miles, as the dashboard shows.

7. Fuel level

☐ Empty ☐ ¼ ☐ ½
☐ ¾ ☐ Full

8. Walk around the outside *

	OK	Needs attention
Tyres and wheels: pressure, tread, damage, wheel nuts	☐	☐
Lights and indicators	☐	☐
Mirrors	☐	☐
Wipers and washer fluid	☐	☐
Bodywork: no new dents or scratches	☐	☐
Windscreen and windows: no cracks or chips	☐	☐
Nothing leaking under the vehicle	☐	☐
Oil, coolant and other fluid levels	☐	☐

9. In the cab *

	OK	Needs attention
Brakes, including the parking brake	☐	☐
Seat belts	☐	☐
Horn	☐	☐
Gauges and dashboard warning lights	☐	☐
Seats secure and adjusted	☐	☐
Steering	☐	☐
Heater, demister and air conditioning	☐	☐

10. Equipment and paperwork *

	OK	Needs attention
Fire extinguisher, first aid kit, warning triangles	☐	☐
Registration, insurance card and accident report kit	☐	☐
Clean inside	☐	☐

11. What needs attention? *

Only if "Walk around the outside" is needs_attention or "In the cab" is needs_attention or "Equipment and paperwork" is needs_attention.

Say where it is and what you saw, heard or smelled.

12. Photo of the problem

Only if "Walk around the outside" is needs_attention or "In the cab" is needs_attention or "Equipment and paperwork" is needs_attention.

Attach this separately and write what you attached below.

13. Is the vehicle safe to drive? *

Only if "Walk around the outside" is needs_attention or "In the cab" is needs_attention or "Equipment and paperwork" is needs_attention.

☐ Yes, the problem is minor ☐ No, do not drive it

14. Who did you report it to?

Only if "Walk around the outside" is needs_attention or "In the cab" is needs_attention or "Equipment and paperwork" is needs_attention.

15. On return

Only if "Is this a pre-trip or post-trip check?" is Post-trip.

☐ Everyone is off and nothing is left on board.

16. Anything else we should know?**17. Declaration ***

☐ I inspected this vehicle myself and it is in the condition recorded above.

18. Driver's signature *

Signature

Date