

Daily Vehicle Checks

This document has been created as a guide for recommended daily vehicle checks to be carried out by drivers using their vehicles for work purposes. Cars, vans and car derived vans.

External Vehicle Condition;

- Condition of vehicle bodywork, windscreen, windows, lights
- Condition of windscreen wiper blades
- Cleanness of windscreen, windows, mirrors, lights, number plate
- Security of load, trailer, roof rack
- Condition of tyres, tyre pressure, tyre wear
- Availability of spare wheel & jack, or tyre gunge
- Windows clean of dirt and clear of snow / ice.

Fluids;

- Engine oil level
- Coolant level
- Windscreen wash level
- Brake / clutch fluid
- Power steering fluid
- Batter condition
- Oil or any other leaks

Vehicle Interior & Equipment

- Condition & function of seat belts
- Head restraint adjustment
- Mirror adjustment
- First Aid Kit (present and in date)
- Fire extinguisher, consider fitting these if not provided in new vehicle supplied
- Torch
- Warning Triangle
- Vehicle Handbook
- Airbag deployment areas clear of any attached items (phone cradles etc.)

Function Checks Before Starting Journey

- Lights, including brake & reversing
- Brakes
- Wash wipe
- Warning Lights
- Fuel level

Key Features

- **Frequency;** Checks to be carried out daily, before vehicle use.
- **Audit;** Employer may consider creating a log / sign off to demonstrate compliance, or refer to this document in Safe Driving Policy to ensure compliance.
- **Reporting;** Any defects must be reported and rectified within agreed timeframe.
- **Note** vehicles should never be driven if unsafe or illegal in any way.
- Associated document check sheet **BDDVC2**

