

Daily Vehicle Checks

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



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 and 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
- Battery condition
- Oil or any other leaks

Vehicle interior & equipment:

- Condition and function of seat belts
- Head restraint adjustment
- Mirror adjustment
- First aid kit (present and in date)
- Fire extinguisher (consider fitting 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 and reversing
- Brakes
- Wash wipe
- Warning lights
- Fuel level

Key information:

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



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