

Daily vehicle checks



If you use your vehicle for work purposes (car, van or car-derived van) we recommend you carry out the following daily vehicle checks before starting your journey to ensure you remain road safe.

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 this if not provided in new vehicle supplied
- Torch
- Warning triangle
- Vehicle handbook
- Airbag deployment areas clear of any attached items

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**

Function checks

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

T: 03330 113 113 E: contactus@ttc-uk.com
www.thettcgroup.com