

DRIVERS DAILY PCV CHECK LIST & REPORT

REG NO.		DRIVER	
FLEET NO.		DRIVER NO.	
MILEAGE			

NB. Refer to explanatory notes overleaf.

Week start: / /	S	M	T	W	T	F	S		S	M	T	W	T	F	S
BODY DAMAGE								INDICATORS							
WINDSCREEN								SIDE/HEADLIGHTS							
SIDE/REAR WINDOWS								INTERIOR/STEP LIGHTS							
EMERGENCY DOOR								BRAKE LIGHTS							
PASSENGER ACCESS DOOR								PHONE							
LOCKERS								REVERSE ALARM							
WHEEL NUTS								STEERING							
TYRES								BRAKES							
OIL LEVEL								FIRE EXTINGUISHER							
WATER LEVEL								FIRST AID BOX							
MIRRORS								SEAT BELTS							
FUEL LEVEL								HORN							
AIR PRESSURE								EXHAUST EMISSIONS							
CHARGING & WARNING LIGHTS								FLUID LEAKAGE							
WIPERS & WASHERS															

Sign-off when check completed:			
DATE	Time-24hr	SIGNATURE	COMMENT
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		

DRIVERS DAILY VEHICLE SAFETY CHECKS

Drivers are expected to conduct 'walk round' checks of their vehicle at the beginning of each shift, before leaving the Depot. This is **MANDATORY**.

Each of the following items should be ticked as checked on the form overleaf. A cross (X) will indicate a defect, details of which should be entered on the separate Defect Report provided and handed in at the office immediately. Guidance on what you should be checking for is provided below.

It is the drivers' responsibility to report all defects which might render the vehicle unroadworthy **IMMEDIATELY** to the Duty Transport Manager These must be reported in writing using the Defect Report sheet provided.

BODY DAMAGE	- Some body damage could be unsafe – loose/jagged parts etc.
WINDSCREEN	- Check for stars or cracks within line of vision (within wiper arc esp.)
SIDE/REAR W'DOWS	- Check for cracks, holes and other damage
EMERGENCY DOOR	- Unlocked, open from outside, check warning alarm if fitted
SIDE ACCESS DOOR	- Secure & opening/closing properly
LOCKERS	- Do you have keys for rear/side lockers?
WHEEL NUTS	- Visual check for loose/rotating nuts
TYRES	- Correctly inflated, adequate tread depth, side wall damage
OIL LEVEL	- Use appropriate procedure to ensure level is OK - top up as necessary
COOLANT LEVEL	- Visual check as appropriate – top up as necessary
MIRRORS	- Damage to glass, clean, correct adjustment
FUEL LEVEL	- Ensure tank is full before leaving Depot
AIR PRESSURE	- Check: low pressure warning, gauges show build up and maintain pressure, no leaks/pressure reduction with brake applied & engine off
CHARGING	- Check generator charging & all warning lights go out
WIPERS & WASHERS	- Test functioning OK - top up screen wash fluid as necessary
INDICATORS	- Check operational all round inc. side repeaters
SIDE/HEADLIGHTS	- Check operational all round inc. side repeaters
MARKER LIGHTS	- Check operational all round inc. side repeaters
BRAKE LIGHTS	- Ignition on – apply footbrake – ensure working both sides
PHONE	- Switch on – check for dialling tone
REVERSE ALARM	- Engage reverse gear and listen
STEERING	- Check free play on steering wheel and control appears normal
BRAKES	- Check function of foot & park systems by application in Depot
FIRE EXTINGUISHER	- Properly secured and undamaged
FIRST AID BOX	- Appropriate stock of dressings
SEAT BELTS	- Check for obvious buckle/webbing damage – clip together across seat
HORN	- Test
EXHAUST EMISSION	- Check for excessive smoke or leakage from exhaust system
FLUID LEAKAGE	- Oil, fuel or coolant leakage beneath vehicle overnight

Drivers PSV Defect Report

Date:	
Vehicle Registration No.	
Odometer (Kms.)	
Driver Name	

Instructions to Workshop/Garage:

Item No.	Description of Defect(s) or Item(s) requiring attention

Authorisation for repair work to be undertaken.....(Signature)
 Transport Manager

For completion by Workshop/Garage undertaking repairs

Item No.	Repair Work undertaken	Repair Date:	Invoice or Job Card No.

I/We confirm that the repair work described above has been satisfactorily completed, the defects rectified and that in my/our opinion the vehicle is in a fit and roadworthy condition.

Name.....Signature.....Date...../...../20.....