

## Vehicle Checklist Beginning of the Week

Internal communication only. Not to be published externally and remain confidential to the school.



VEHICLE REGISTRATION NO.	
Week Beginning	
1. Odometer Reading	
2. Checks Made by - Print Name & Date	
3. MOT Date	Expiry Date:
4. Vehicle Insurance Certificate Present	Yes/No Expiry Date:
5. Vehicle Taxed	Yes/No Expiry Date:
6. Breakdown Cover Available & Contact Details Available	Yes/No Cover Details:
7. Visual Check Complete Findings or issues identified? (please describe)	Yes/No
8. Body Work Satisfactory, i.e. no dangerous parts or areas of concern	Yes/No
9. All doors open and close satisfactory	Yes/No
10. Screen wash present in system & spare water/wash fluid present	Yes/No
11. Wipers working satisfactory	Yes/No
12. Emergency pack present (first aid box, fire extinguisher, torch/windup torch, mobile phone, warning triangle, sufficient reflective jackets/vests, blanket, fuses and bulbs, ice scraper, de-icer)	Yes/No
13. All have seatbelts on and there are no issues with seatbelts	Yes/No
14. Mirrors position correctly and not damaged	Satisfactory: Yes/No
15. Check Horn	Satisfactory: Yes/No
16. Lights including brake lights and indicators are clean and working.	Satisfactory: Yes/No

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17. Tyre tread, including spares (and inner tyres as above) - at least 3 mm across centre $\frac{3}{4}$ is recommended. No cuts and bulges.	Satisfactory: Yes/No
18. Exhaust is secure and there is no excess smoke or noise	Satisfactory: Yes/No
19. Check brakes without passengers. With engine running, check handbrake is working properly & brake pedal is firm when pushed	Satisfactory: Yes/No
20. Check brakes - conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15 mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; any luggage should remain secure.	Satisfactory: Yes/No
21. Wheel brace and jack are present	Yes/No
22. All issues logged prior week(s) dealt with or being managed and vehicle safe to use	Yes/No  Details:
23. Pre Journey Checklists Available	Yes/No
24. Have you detailed all defect in the table below	Yes/No

### Vehicle Defect Report

Tick as required

Wipers / Washers		Horn	
Steering / Brakes		Internal Lights	
Fuel / Oil / Water		Speedometer	
Tyres / Wheel Nuts		Excessive pull under braking	
Body / Wings		Excessive pull under acceleration	
Rear Lights / Reflectors		Excessive Exhaust Noise	
Indicators		Excessive Exhaust Movement	
Front Lights		Excessive Engine Noise	
Windscreen		Emergency pack	
Windows		Other	
Seatbelts			

Notes

Signature \_\_\_\_\_

Vehicle, in opinion, safe to drive: Yes/No

Action taken if No: