

Car & Small Passenger Vehicle Driver Walk-Around Check Sheet

Vehicle Registration Number		Mileage		OK Defect	<input checked="" type="checkbox"/> X
Check Items					
External Vehicle Checks					
1	Vehicle sitting square and not leaning to one side. No leaks underneath vehicle				
2	Wheels in good condition and secure. All wheel nuts in place correctly fitted and secure				
3	Tyres undamaged with correct inflation, tread depth and 'E' mark				
4	Bumpers, body work and exhaust secure and in good condition				
5	Wiper blades in good condition				
6	Number plates (front & rear), correct type and position, clean and visible				
7	Lights, indicator, reflectors and hazard lights all in place, clean, correct colour with no breaks or cracks				
8	Mirrors secure, clean and in good condition				
9	Doors open, close and lock properly				
10	Valid insurance, NCT (where required) and tax discs displayed				
11	Engine oil, coolant, water, windscreen washer reservoir, brake fluid and fuel levels checked and no leaks. Fuel cap seal in place, in good condition and no leaks				
In-Vehicle Checks					
12	Interior clean with no obstructions or loose material in the footwell(s), seats or parcel shelf behind rear seats				
13	H-visibility triangle and vest readily accessible in the vehicle				
14	Windows clean, in good condition, open and close properly and view not obstructed				
15	Pedals have good anti-slip condition				
16	Driving controls, seat and head rest positions adjusted correctly				
17	Mirrors correctly aligned				
18	Safety belts adjusted and working correctly				
19	All instrument gauges and warning lights working correctly				
20	Wipers, washers, horn, demister and temperature controls working correctly				
Prior To Driving					
21	No excessive play in the steering wheel and brake pedal				
22	No excessive smoke or noise from exhaust				
23	Check goods/materials carried in vehicle (vehicle cabin or boot) are placed and secured appropriately				
On the Road					
24	All warning lights off				
Defect Details					
Signed		Date			

 **ALD**
Automotive



Car & Small Passenger Vehicle Check Sheet

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Car & Small Passenger Vehicle Driver Daily Pre-Checks

In Car Checks

- Driving controls, seat & head rest positions adjusted correctly
- Safety belt(s) in correct position & working correctly
- Clean interior & no obstructions or loose material in the foot-well(s) or parcel shelf behind rear seats
- Turn on engine & check that all instruments gauges & warning lights working correctly
- Wipers, washers, horn demister & temperature controls working correctly
- Steering & brakes working correctly
- Hi-visibility triangle & vest readily accessible in the car
- Pedals in good anti-slip condition

Mirrors & Windows

- Mirrors secure & aligned correctly
- Clean and in good condition
- View not obstructed. E.g. by stickers etc.
- Windows opening & closing properly

Lights, Indicators, Hazard Lights & Reflectors

- All in place
- Working properly
- Correct colour
- No breaks or cracks
- Clean

Access

- Door locks opening properly
- Doors opening & closing properly

External Checks

- Vehicle sitting square and not leaning to one side
- Check underside of vehicle for fluid leaks
- Bumpers (Front & Rear) in good condition
- Exhaust: No excessive noise or smoke
- Number plates (Front & Rear): of correct type, in correct position, visible & clean
- Fuel cap seal: in place, in good condition & no leaks
- Wiper blades in good condition
- Valid Insurance, NCT & Tax discs displayed
- Check engine oil, coolant, water, windscreen wash & brake fluid for levels and leaks

Wheels & Tyres

- Tyres correctly inflated
- Tyres correct tread depth
- Tyres undamaged: no bulges, tears or abrasions
- All wheel nuts in place, correctly fitted & secure
- Wheel nut indicators correctly aligned (if in use)
- Tyre has 'E' mark

Load Security & Restraint

- Vehicle loaded within load limits of vehicle
- Load distributed evenly
- Articles in vehicle stored securely (in boot) and restrained if necessary
- Load restraint equipment suited to load & in good condition
- No loose articles on seats
- Articles on roof securely tied down
- Overhanging articles on roof visible to other road users. e.g. hi-visibility warning flag
- Estate cars: barrier in place to protect driver and/or front passenger when goods are being carried in rear goods space