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|  | VEHICLE SAFETY CHECKLIST |  |

**Completed forms must be returned to ……………..………………………………………………at the end of each week. Forms must be retained for by the School/Department/Directorate manager for one year.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vehicle:** |  | **Reg No.:** | **Week starting:** |  | **Final mileage:** |  |

|  |
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| **DAILY VEHICLE CHECKS**  |
| **Any defects must be reported and corrected before using the vehicle.** **By signing the vehicle log below, the driver is confirming the vehicle has been checked in accordance with the Universities Driving For Work procedures.**  |
| * Tyres – visual check, tread, condition & pressure\*
* Front & rear lights & indicators
* Brake lights
* Wipers / washers

\* *Pressure to be checked when the vehicle is refuelled* | * Instruments / alarms
* Windscreen (chips/cracks etc)
* Accident damage / scrapes
* Any other defects
 |
| Any defects: |

**Driver details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Start date** | **Start time** | **Start miles** | **End date** | **End time** | **End miles** | **Initial/****signature** |
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| **Monthly checks (first week of each month) *Info below to be completed on-line on Wessex Fleet Management database at*** <http://www.wessexfleetcorporate.co.uk/>. |
| **Daily checks as above** |  | Handbrake |  | **Details of defect/comment on problems:** |
| Screen wash level |  | Fire extinguisher |  | 1 |
| Tax disc |  | First aid kit |  |
| Coolant level |  | High vis vest |  | 2 |
| Engine oil level |  | Interior clean & tidy |  |
| Spare tyre |  | Exterior washed |  | 3 |
| Brake fluid level |  | Any other defects |  |
| Horn |  |  |  | 4 |
|  |  |  |  |

Note: the University fleet management company, Wessex Fleet Solutions, should be contacted if repairs or maintenance are required for a University owned or leased vehicle.