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| **Daily Maintenance Truck Checklist** |
| **It is the responsibility of operators and drivers of vehicles to ensure that the vehicles they use are roadworthy as it is an offence to use an un-roadworthy vehicle on the road.**  |
| **Driver name:** | **Vehicle Registration:** | **Date:** |
| **Checks Prior to Vehicle Departure:** |
| **Check for the following, Function – Damage – Cleanliness - Condition - Security - Operation**  |
| **X Indicate if requiring attention** | **Indicate that this item is fit for purpose** |  **N/A Item not applicable** |
| **Start Time First Vehicle Check:** |  **Mileage IN:** |
| **Finish Time First Vehicle Check:** |  **Mileage OUT:** |
| **Total Vehicle Check Time:** | **Total Mileage:** |
| Oil level  |  | Hazard and Indicators |  | No smoking sign |  |
| Coolant - visual check: |  | All lights working |  | Ancillary Equipment- |  |
| Screen Wash |  | Reflectors functional |  | Tyres - Inflation, wear |  |
| Brake and power steering fluid |  | Horn |  | Tyres - Tred depth |  |
| Doors / Alarm |  | Wheels- condition-security |  | Tyres - Visual Check |  |
| Windows |  | Wheel Nut Marker lined up |  | Tachograph functional |  |
| Wipers and Washers |  | Mirrors |  | Tacho, spare roll |  |
| Operators Licence valid |  | Tax Disc valid |  | Plating Certificate |  |
| AdBlue level |  | Warning Lights |  | Tail-lift functioning correctly |  |
| Are there sufficient straps / ties to restrain the load correctly and is the Load safe & secure (Trollies/Pump Truck etc)? | Yes / No |
| **Any additional damage reported from previous vehicle inspection (Vehicle Image) ?** | Yes / No |
| **Driver Sign:**  |  | **Controller Sign:**  | **Date:** |
|  **Vehicle checks and Observations should be continuous throughout the day:** |
| Steering functional |  | Suspension |  | Exhaust system |  |
| Engine Performance |  | Clutch functional |  | Warning lights |  |
| Electrics functional |  | Handbrake functional |  | Tachograph |  |
| Warning Lights |  | Wheels / Tyres |  | Tail-lift functioning correctly |  |
| Seating functional |  | Foot brakes functional |  | Locks / alarms |  |
| **COMMENTS ON ROAD:** |
|  **Nil defects (driver signature)………………...………………………………. *If no defects found the driver MUST sign 'nil defects'*** |
| **DEFECT REPORTING**  |
| ALL DAMAGE/DEFECTS **MUST** BE REPORTED TO [RELEVANT MANAGER] **BEFORE** YOU LEAVE SITE |
|  |
| **Defect Raised By - PRINT NAME: SIGNATURE: DEFECT NOTE NUMBER:** |
| **Final walkround Vehicle Check: START: FINISH: TOTAL:** |
| **DE-BRIEFER CONTROLLER SECTION** |
| **Tacho Card removed from vehicle unit and donwload up to date? (Up to date = Daily/Weekly)** | **Yes** | **No** |
| **Any additional damage reported from first vehicle inspection ?** | **Yes** | **No** |
| **Defect Register Updated?** | **Yes** | **No** |
| **Did vehicle require taking off road?**  | **Yes** | **No** |
|  |
| **Driver Sign:** |  | **Controller Sign:** | **Date:** |