

Vehicle Defect Report

Drivers Name:

Vehicle / Fleet Number:

Date / Time:

Speedo / Odometer Reading:

Daily Check

- | | | | |
|---|--------------------------|---|--------------------------|
| 1. Good visibility through all cab windows and mirrors
All required mirrors fitted and adjusted correctly. | <input type="checkbox"/> | 10. All lights and reflectors fitted, clean and in good condition | <input type="checkbox"/> |
| 2. Driving controls, seat and driver safety belt adjusted correctly | <input type="checkbox"/> | 11. Exhaust secure with no excess noise or smoke | <input type="checkbox"/> |
| 3. Windscreen washer, wipers, demister and horn operating correctly | <input type="checkbox"/> | 12. Vehicle access, doors, steps and bodywork in good condition | <input type="checkbox"/> |
| 4. All instruments, gauges and other warning devices operating (including ABS/EBS in cab warning lights) | <input type="checkbox"/> | 13. Fuel cap seal in place and not leaking | <input type="checkbox"/> |
| 5. Cab clean with no obstructions or loose materials | <input type="checkbox"/> | 14. Engine oil, water, windscreen washer reservoir and fuel levels checked and no leaks | <input type="checkbox"/> |
| 6. High visibility jacket/vest accessible in cab | <input type="checkbox"/> | 15. Steering and brakes operating correctly | <input type="checkbox"/> |
| 7. Vehicle sitting square and not leaning to one side | <input type="checkbox"/> | 16. Load within limits, secured and weight distributed correctly | <input type="checkbox"/> |
| 8. Tax, insurance and transport (if applicable) discs present and valid. Number plates clearly visible | <input type="checkbox"/> | 17. ABS/EBS warning lights off | <input type="checkbox"/> |
| 9. Wheels in good condition and secure. Tyres undamaged with correct inflation and tread depth | <input type="checkbox"/> | 18. NIL DEFECTS | <input type="checkbox"/> |

RECORD BELOW ANY ACCIDENT HOWEVER SMALL. VEHICLE DEFECTS OR IRREGULARITIES. HAND PINK DUPLICATE COPY INTO OFFICE / TRAFFIC OFFICER. VEHICLE DEFECTS MUST ALSO BE REPORTED TO THE SENIOR MAINTENANCE & REPAIR ENGINEER WHO WILL INITIAL THE ORIGINAL COPY.

Notes:

Drivers Signature

Reported to

Defect Rectified by

Signature

Date