

| Daily 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  |  |                            |   |                                 |
| <b>X</b> Indicate if requiring attention   | <input checked="" type="checkbox"/> 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 (Trolleys/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).....  |  |                            | <i>If no defects found the driver MUST sign 'nil defects'</i> |                                 |
| DEFECT REPORTING   |  |                            |   |                                 |
| ALL DAMAGE/DEFECTS <b>MUST</b> BE REPORTED TO [RELEVANT MANAGER] <b>BEFORE</b> 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:                           |