

Pre-Drive Safety Checklist



Date: Driver Name:

Vehicle Registration No: Fleet No:

Make: Start Miles:

Interior Checks	Working/ Present	Defective/ Missing	Comments
Mirrors are correctly adjusted, clean and unobstructed			
Position and function/purpose of all the dashboard controls			
Position of driving seat so that all controls can be operated comfortably			
Pressure on brake pedal			
Wipers and washers are working properly			
Fuel level (and type of fuel: diesel or petrol)			
Heating and ventilation systems working			
All seats are fixed and secure and all seatbelts are undamaged and working properly			
Location of wheel brace and jack			
Location and contents of first aid kit and fire extinguisher(s)			
Relevant paperwork (permit disc, insurance, MOT, emergency numbers and driving licence)			
Change for parking or the telephone (or mobile phone or phonecard)			
Luggage is securely stowed and aisles and exits are clear			
Damage or sharp edges			
Emergency equipment (e.g., high visibility jacket, torch, warning triangle, webbing cutter, First Aid Kit)			
All doors are unlocked			
Horn is in working order			
Interior lights are working			
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) is available.			
No warning lights lit on the dashboard			

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Exterior Checks	Working/ Present	Defective/ Missing	Comments
Oil level			
Coolant level			
Windscreen washer fluid level			
Brake fluid level			
Power Steering Fluid (If applicable)			
Windscreen and windows are clean and undamaged			
Wiper blades are clean and undamaged			
Exterior mirrors are correctly adjusted, clean and unobstructed			
Lights, including brake lights and indicators, are clean and working			
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)			
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 3.0mm across centre 3/4 is recommended. Any cuts and bulges?			
Mirrors are correctly adjusted, clean and unobstructed			
Doors open and close properly			
Trailer brake lights and indicators work, if applicable			
Lift (if fitted) works safely and is securely stowed			
Ramp (if fitted) works safely and is securely stowed			
Roof rack or trailer is properly fitted, and all luggage is securely held			
No (Unreported) Damage to bodywork or sharp edges			
Fluid leaks			

Comments: