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| Health and Safety Procedure  **HSP14 Work Related Road Safety Procedure** | BS1995_Haringey_TapeType_485C_PMS.eps |

Daily / Pre-Use Vehicle Check & Defect Report

The driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seatbelts by passengers, whilst travelling on the public highway.

Drivers of fleet vehicles must complete a daily vehicle check & defect report (obtained from the Council’s ‘Waste and Fleet Project Manager’ or Veolia (Ashley Road Depot). Alternatively, they can use this form.

Drivers of non-fleet vehicles, intending to drive any vehicle on Council business should undertake pre-use vehicle checks using this form.

**Completed forms must be returned to Management at the end of each week.**

**Forms must be retained by the Service/Department/School Management for one year.**

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| --- | --- | --- | --- | --- | --- |
| **Vehicle:** |  | **Registration No:** |  | **Week Starting:** |  |

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| **Daily / Pre-Use Vehicle Check – Items to be checked by driver before driving**   * **Check: Function – Damage - Cleanliness** * **Any defects must be reported to the Manager and corrected before using the vehicle** | |
| Know correct type of fuel | **Foot / Hand brakes** – working, leaks |
| **Vehicle damage** – loose hanging objects, dents, scratches | **Locks and security** – fitted and functioning |
| **Tyres (incl. spare)** – undamaged, correct pressure, tread (>1.6mm), wear, bulges | **Seat belts** – fitted and functioning |
| **Wheels** – condition, security, Ric clips | **Fire extinguisher** – in place |
| **Fluid levels Oil / Coolant / Fuel** - leaks | **Body / Load** – security, protection |
| **Horn / Wipers / Washers** - working, condition | **Driving controls / Steering** – wear, operation |
| **Mirrors** – Condition, adjustable, clean, security | **Ancillary equipment / loading aids / camera, etc** – working, condition |
| **Windscreen / Windows** – undamaged, clean | **Tachograph / Speedometer** – working |
| **Lights / Indicators / Brake lights** - working | **Speed limiter** - working |
| **Reflectors / Markers / Warning device** – working, condition | RFL displayed and in date |
| **Number plate** – condition, security, illumination | ‘O’ License displayed |
| **Exhaust** – condition, visual smoke emission |  |
| **Any Defects / Comments:** | |
| **Item 1:** | |
| **Item 2:** | |
| **Item 3:** | |

**Driver details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name** | **Start date** | **Start time** | **Start miles** | **End date** | **End**  **time** | **End miles** | **Defect item no. reported above** | **Signature** |
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