

Daily Vehicle Checklist

Description	√ = satisfactory/available X = defective/missing N/A = not applicable	Comments
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
Tax disk		
First aid kit		
Fire extinguisher		
Torch		
Warning triangle		
Vehicle handbook		
Warning light		
All lights		
Horn		
Washers & wipers		
Brake		
Fuel		
Engine oil level		
Coolant level		
Windscreen wash level		
Brake/clutch fluid		
Power steering fluid		
Condition of battery		
Oil or waste leaks		
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, tyre pressure, tyre wear		
Availability of spare wheel & jack		

Vehicle registration no: _____ Odometer reading: _____

Vehicle make/type: _____ Operator: _____ Date: _____

All the items above have been checked and any defects and omissions reported.

Driver's signature: _____