**Driver/Vehicle Checklist**

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| **Vehicle Registration** |  |

|  |  |
| --- | --- |
| **Week Commencement Date** |  |

**Vehicle checks before use**

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| --- | --- | --- | --- | --- | --- |
|  | **Satisfactory** | **Non Satisfactory** |  | **Satisfactory** | **Non Satisfactory** |
| Tyres |  |  | Fuel |  |  |
| Seatbelts |  |  | Lights  |  |  |
| Oil |  |  | Water |  |  |
| Brakes |  |  | Windows |  |  |

List any defects found and pass it to the Line Manager prior to driving.

If the vehicle is deemed to be unsafe, then another vehicle must be used until repairs are carried out.

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| --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **Finish Time** | **Driver Name** | **Driver Signature** |
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