

**Daily Vehicle Checklist**

Completed by at hours on

Vehicle Registration Number:

Vehicle Licence Number:

Driver Licence Number:

Vehicle Mileage:

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| **Area** | **Requirement** | **Faulty** | **Correct** |
| Brakes | Foot/service brake works correctly and does not have any excess travel |  |  |
| Hand/parking brake works correctly and does not have any excessive travel |  |  |
| Horn and steering | Horn control is easily accessible from driver’s seat |  |  |
| Horn works when its control is operated |  |  |
| Steering has no excessive play |  |  |
| Obligatory lights and lenses | All lights and indicators work correctly |  |  |
| All lenses are present, clean, in good condition and are the correct colour |  |  |

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| **Area** | **Requirement** | **Faulty** | **Correct** |
|  | Stop lamps come on when the service brake is applied and go out when released |  |  |
|  | All dashboard warning lamps work correctly, including (if fitted)  automatic braking system (ABS) airbags - (SRS)  main beam headlamp warning lamp  parking brake warning lamp |  |  |
| Mirrors and glass | All required mirrors are fitted and should be properly aligned and secure  Your view of the road in all directions must not be obscured by damaged, excessively tinted or discoloured glass, or obstructions, i.e. stickers, advertisements  All windows are operational. |  |  |
| Seats and seat belts | All seats are secure  All seat belts must operate correctly and must be free from cuts and damage |  |  |
| Washers and wipers | Wipers move as per manufacturer design when switched on  Wiper blades must clear the windscreen effectively  Washers point at the windscreen and are operational  Washer fluid is topped up |  |  |
| Battery | Battery is held securely in place by the correct means  Battery is not leaking |  |  |

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| **Area** | **Requirement** | **Faulty** | **Correct** |
|  | Battery terminals are secure and free from corrosion |  |  |
| Fluids, fuel and oil | The brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels must be maintained at an effective level and without leaks.  The fuel filler cap must be securely fitted and the seal is not torn, perished or missing  There must not be any brake fluid, power steering fluid or water leaks  With the engine off, look for puddles on the ground - if leaks are detected, trace the cause before using the vehicle  With the engine on, check underneath the vehicle for any fuel and oil leaks - look for puddles on the ground. |  |  |
| Bodywork and doors | All doors must shut properly, must be secure when closed and must stay open when required for passenger entrance or exit  There must not be any sharp edges or excess corrosion  All body panels and sills must not be loose or in danger of falling off and free from excessive damage |  |  |
| Exhaust  (if applicable) | The exhaust be secure, free from leaks and must not emit excessive amounts of smoke. |  |  |
| Tyres and wheels | Check as much of your tyres and wheels as you can see. There must be:  a minimum tread depth of 1.6mm across the centre 75% of the tread |  |  |

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| **Area** | **Requirement** | **Faulty** | **Correct** |
|  | correctly inflated  no deep cuts in any tyre sidewall  no cord visible anywhere on any tyre no missing or insecure wheel nuts Space saver tyres when fitted are not  sufficient for use for hire and reward- can be used merely to get the vehicle to where a full-size tyre can be fitted. |  |  |
| Licence Plates Discs and other identifiers | Drivers must ensure:  all required plates and mandatory signs must be in place on the vehicle before use.  when displayed the licence plate must not obstruct/ obscure the vehicle registration plate in such a way as to hide the name of the issuing authority or other identifying details.  Taxi meter (if fitted) seal is intact. |  |  |

WARNING: Drivers are found using a defective vehicle in breach of the duty to check could be at risk of sanction, especially if the condition of the vehicle is such that it is obvious no routine checks have occurred over several days.