Basic Vehicle Roadworthy Checklist

To be conducted weekly

Please check each item.

- If any item needs repair or attention, notify your manager or supervisor immediately. (If necessary use the F008-1 Request for Action form)
- If the vehicle is not roadworthy do NOT drive the vehicle.
- Sign your Pay-In/Job summary sheet each week to acknowledge that this check has been done or complete the Checklist Record on this form.

Ref	Item	Ref	Item
1	Vehicle registration is current	**6**	Lights - Head lights work
2	Vehicle service is due	**7**	Lights - Brake lights work
3	Tyres – Correct Pressure	**8**	Lights - Tail lights work
4	Tyres - Tread OK	**9**	Lights – Hazard lights work
5	Windscreen Wipers	**10**	Horn Works
11	Emergency Response Documentation is on board • F764-2 Vehicle Accident Report • Client Incident / Near Miss Reports		

Checklist Record

Date	Checked By	Comments (if something needs attention write the REF # & Comment)

This document is "UNCONTROLLED" if it has been saved locally or printed.