

WHY DO I NEED TO COMPLETE A DAILY VEHICLE CHECKLIST FORM?

As a driver you should be able to identify vehicle defects. Using the Daily Vehicle Checklist as a guide will flag potential problems or items requiring maintenance prior to leaving the depot.

A daily walkaround only takes 5 minutes and can make a difference in respect to breakdowns, delays, and safety. Not undertaking a proper check can often lead to major repair and maintenance costs and the vehicle off the road for a longer period.

Check process:

1. Undertake the vehicle inspection.
2. Submit the results of the inspection as follows:

- No issue – hand checklist to supervisor.
- Major Issue – report it immediately to arrange proper repairs.
- Confirm repairs have been completed.

Things that should be checked on your truck are:

- Lights – check internal (eg: dashboard) and external lights (eg: headlights, blinkers, indicators, brake lights and warning lights are working.
- Horn and steering movement.
- Hand and foot brakes are working properly.
- Window wipers are working, blades are not worn and the washer fluid is topped up.

- Mirrors are properly aligned and not damaged.
- Mirrors and windows are clean.
- Seats are secure and seatbelts are not damaged and are operational.
- Check truck battery – look for leaks and they are connected correctly and there are no loose fittings.
- Tyres and wheels have the legal minimum tread 1.6mm depth and are safe, especially to handle wet weather and safe braking. Tyres has the correct pressure and wheel nuts are secure plus have no tears, cuts or damage. Spare tyre is in good condition.
- Fluids, fuel and oil are all checked and there are no leaks under the vehicle. Leaks can also be tested if

A copy of the form below can be found in the AFRA Members area of the website under the Library menu <Workplace Library <Chain of Responsibility

Daily Vehicle Check

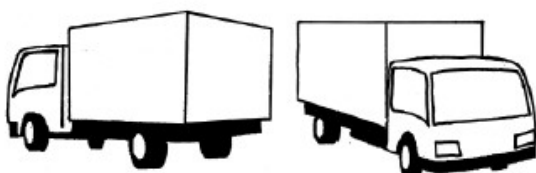
Damage check – Driver: _____ Date: _____
 Time: _____am/pm State: _____ Truck size: _____
 Start Odometer: _____KM Registration: _____

Do you have a current licence to drive this vehicle: Yes No

Note: Drivers Responsibilities

1. To fully complete this form and return it to the office prior to departure.
2. To operate this vehicle in a legal, safe and courteous manner.
3. To ensure that the vehicle is left clean and tidy.

We urge you to check this form thoroughly before departing to ensure that all damage is indicated as you may be held liable for any damage not indicated.



Mark the Vehicle appropriately:

- X – Dent
- O – Scratch

FUEL	
E	F
1/3 Tank Minimum	

EQUIPMENT	
Gate Key:	Yes/No
Fuel Card:	Yes/No
Tail Lift Key:	Yes/No
First Aid Kit:	Yes/No
Truck Folder:	Yes/No
Safety Vest(s):	Yes/No
Caution Sign(s):	Yes/No
Safety Triangle:	Yes/No
Spill Kit:	Yes/No