Daily Vehicle Check Sheet

One sheet per vehicle per week. Check before the first trip of each day.

Vehicle registration	Driver name	Week starting (date)	Odometer at start of week (km)

Check	What to look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Tyres	Pressure, tread, cuts or bulges, wheel nuts tight							
Lights	Head, brake, indicators, hazard and reverse lights							
Engine oil	Level between the minimum and maximum marks							
Coolant	Level correct (check only when the engine is cold)							
Brake fluid	Level correct							
Brakes and handbrake	Pedal firm, no pulling, no unusual noise							
Steering	No play or unusual noise							
Windscreen and wipers	Clean, no cracks, wipers and washers work							
Mirrors	Clean, secure and correctly set							
Horn	Works							
Seatbelts	All fitted and working							
Leaks	Nothing leaking under the vehicle							
Dashboard warning lights	None on after the engine starts							
Fuel level	Enough for the day's trips							
Safety kit	Warning triangle, fire extinguisher, first aid kit, jack, spare tyre							
Documents on board	Roadworthy certificate, insurance, licence, registration							
Driver initials	Sign when the checks are done							

How to fill in: write **OK** in the box if the check is fine, or **X** if there is a fault. Report every X to your supervisor before driving, and write it below.

Faults found and action taken (date, what was wrong, who fixed it)
Driver signature: _____ **Supervisor signature:** _____ **Date:** _____

Free to print and share. Follow your vehicle manufacturer's manual and current local requirements.