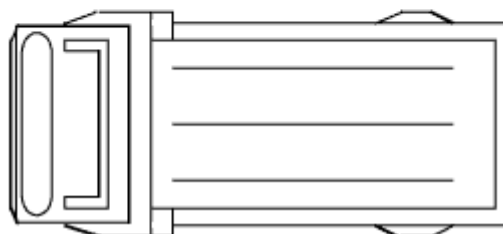
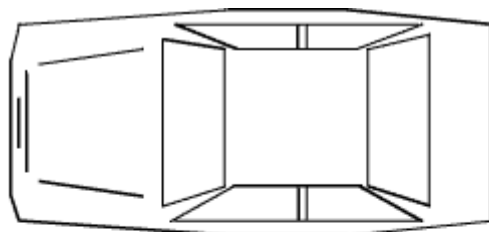


GENERAL VEHICLE CHECKLIST

Periodic	Spot check	Hand over/Takeover
Driver		
Vehicle Type		
Registration number		
Speedometer reading		
Documentation	Checked	Comments
Manufacturer's handbook		
Service record book (up to date)		
Company driver's handbook		
Accident report form		
Vehicle Interior	Serviceable	Remarks
Door handles/locks		
Alarm		
Seats		
Seatbelts/operational/damage		
All instruments w/lights/controls		
Lights & indicators - front		
Lights & indicators - rear		
Interior light		
Window operation		
Window (glass) condition		
Heated rear window/wash wipe		
Cleanliness		
Boot Compartment	Serviceable	Remarks
Cleanliness		
Boot lid secure & operational		
Spare wheel jack & brace		
Spare wheel tyre pressure & condition		
Engine Compartment	Serviceable	Remarks
Engine oil level		
Coolant level (anti freeze)		
Battery electrolyte level		
Battery security		
Battery terminals secure & Clean or greased		
Break fluid level		
Clutch fluid level		
Washer bottle full & Correct frost protection fluid		
Compartment clean		

Exterior	Serviceable	Remarks
Tyre condition (damage)		
Tyre tread depths (min 1.6mm)		
Tyre pressure correct (consult user handbook)		
Exterior cleanliness		

Condition of Vehicle - detail all damage (including diagram if necessary)



General Remarks

Driver's signature

Date:

Manager's signature

Date: