

PSV Driver's daily walkaround checklist and defect report

Driver's name	Date	Time
Vehicle	Odometer reading	

External	
Bodywork	
Mudguards	
Leaks	
Chassis	
Suspension	
Doors	
Emergency exit markings	
Fuel filler cap	
Reflectors	
Tyres	
Engine compartment	
Oil	
Coolant	
Brake fluid	
Windscreen washer fluid	
Battery security	
Interior	
Emergency equipment	
First aid kit	
Steps	
Grab rails	
Fire extinguisher	
Emergency exit - unlock	
Floor	
Seats	
Seat belts	
Parcel racks	
Driver's position	
Seat	
Glass	
Mirrors	

Tachograph – date & time	
<i>Key to second position</i>	
Warning lights on	
<i>Start engine</i>	
Warning lights off	
Exhaust	
Steering	
Service brake	
Parking brake	
Horn	
Windscreen washers	
Windscreen wipers	
Ventilation, demister, heating	
Interior lights	
Fuel level	
<i>Switch on side lights & left indicator</i>	
Walkaround check of sidelights, rear plate	/
Walkaround check of left indicator	/
Walkaround check of upper markers	/
Walkaround check of lower markers	/
<i>Switch on dipped headlights & right indic.</i>	
Walkaround check of dipped headlight	
Walkaround check of right indicator	/
<i>Switch on main beam, fog & hazards</i>	
Walkaround check of main beam	
Walkaround check of hazard lights & fog	/
Leaks (engine running)	
<i>Switch all lights off</i>	
Stop lights in mirror	
Reversing lights in mirror	
<i>Stop engine</i>	

Defects	How rectified & by whom (signature)
Report signed off by driver	