

**DRIVERS DAILY PCV CHECK LIST & REPORT**

<b>REG NO.</b>		<b>DRIVER</b>	
<b>FLEET NO.</b>		<b>DRIVER NO.</b>	
<b>MILEAGE</b>			

**NB. Refer to explanatory notes overleaf.**

Week start: / /	S	M	T	W	T	F	S		S	M	T	W	T	F	S
<b>BODY DAMAGE</b>								<b>INDICATORS</b>							
<b>WINDSCREEN</b>								<b>SIDE/HEADLIGHTS</b>							
<b>SIDE/REAR WINDOWS</b>								<b>INTERIOR/STEP LIGHTS</b>							
<b>EMERGENCY DOOR</b>								<b>BRAKE LIGHTS</b>							
<b>PASSENGER ACCESS DOOR</b>								<b>PHONE</b>							
<b>LOCKERS</b>								<b>REVERSE ALARM</b>							
<b>WHEEL NUTS</b>								<b>STEERING</b>							
<b>TYRES</b>								<b>BRAKES</b>							
<b>OIL LEVEL</b>								<b>FIRE EXTINGUISHER</b>							
<b>WATER LEVEL</b>								<b>FIRST AID BOX</b>							
<b>MIRRORS</b>								<b>SEAT BELTS</b>							
<b>FUEL LEVEL</b>								<b>HORN</b>							
<b>AIR PRESSURE</b>								<b>EXHAUST EMISSIONS</b>							
<b>CHARGING</b>								<b>FLUID LEAKAGE</b>							
<b>WIPERS &amp; WASHERS</b>															

<b>Sign-off when check completed:</b>			
<b>DATE</b>	<b>Time-24hr</b>	<b>SIGNATURE</b>	<b>COMMENT</b>
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		
/ /	Hrs		

## ***DRIVERS DAILY VEHICLE SAFETY CHECKS***

Drivers are expected to conduct 'walk round' checks of their vehicle at the beginning of each shift, before leaving the Depot. This is **MANDATORY**.

Each of the following items should be ticked as checked on the form overleaf. A cross (X) will indicate a defect, details of which should be entered on the separate Defect Report provided and handed in at the office immediately. Guidance on what you should be checking for is provided below.

It is the drivers' responsibility to report all defects which might render the vehicle unroadworthy **IMMEDIATELY** to the Duty Transport Manager These must be reported in writing using the Defect Report sheet provided.

<b>BODY DAMAGE</b>	- Some body damage could be unsafe – loose/jagged parts etc.
<b>WINDSCREEN</b>	- Check for stars or cracks within line of vision (within wiper arc esp.)
<b>SIDE/REAR W'DOWS</b>	- Check for cracks, holes and other damage
<b>EMERGENCY DOOR</b>	- Unlocked, open from outside, check warning alarm if fitted
<b>SIDE ACCESS DOOR</b>	- Secure & opening/closing properly
<b>LOCKERS</b>	- Do you have keys for rear/side lockers?
<b>WHEEL NUTS</b>	- Visual check for loose/rotating nuts
<b>TYRES</b>	- Correctly inflated, adequate tread depth, side wall damage
<b>OIL LEVEL</b>	- Use appropriate procedure to ensure level is OK - top up as necessary
<b>COOLANT LEVEL</b>	- Visual check as appropriate – top up as necessary
<b>MIRRORS</b>	- Damage to glass, clean, correct adjustment
<b>FUEL LEVEL</b>	- Ensure tank is full before leaving Depot
<b>AIR PRESSURE</b>	- Check: low pressure warning, gauges show build up and maintain pressure, no leaks/pressure reduction with brake applied & engine off
<b>CHARGING</b>	- Check generator charging, warning light goes out
<b>WIPERS &amp; WASHERS</b>	- Test functioning OK - top up screen wash fluid as necessary
<b>INDICATORS</b>	- Check operational all round inc. side repeaters
<b>SIDE/HEADLIGHTS</b>	- Check operational all round inc. side repeaters
<b>MARKER LIGHTS</b>	- Check operational all round inc. side repeaters
<b>BRAKE LIGHTS</b>	- Ignition on – apply footbrake – ensure working both sides
<b>PHONE</b>	- Switch on – check for dialling tone
<b>REVERSE ALARM</b>	- Engage reverse gear and listen
<b>STEERING</b>	- Check free play on steering wheel and control appears normal
<b>BRAKES</b>	- Check function of foot & park systems by application in Depot
<b>FIRE EXTINGUISHER</b>	- Properly secured and undamaged
<b>FIRST AID BOX</b>	- Appropriate stock of dressings
<b>SEAT BELTS</b>	- Check for obvious buckle/webbing damage – clip together across seat
<b>HORN</b>	- Test
<b>EXHAUST EMISSION</b>	- Check for excessive smoke or leakage from exhaust system
<b>FLUID LEAKAGE</b>	- Oil, fuel or coolant leakage beneath vehicle overnight

**Drivers PSV Defect Report**

Date:	
Vehicle Registration No.	
Odometer (Miles/Kms.)	
Driver	

**Instructions to Workshop/Garage:**

Item No.	Description of Defect(s) or Item(s) requiring attention

Authorisation for repair work to be undertaken.....(Signature)  
Transport Manager

**For completion by Workshop/Garage undertaking repairs**

Item No.	Repair Work undertaken	Repair Date:	Invoice or Job Card No.

I/We confirm that the repair work described above has been satisfactorily completed, the defects rectified and that in my/our opinion the vehicle is in a fit and roadworthy condition.

Name.....Signature.....Date...../...../20.....