|  |  |  |  |
| --- | --- | --- | --- |
| Make and model |  | Registration number |  |
| Primary driver |  | Secondary driver |  |
| Week start date |  | Signature |  |

##### No vehicle may be used with any defect

##### You must report all defects to your line manager, the fleet administrator and Cole Hire immediately.

#### Tick items checked and serviceable. Note observations as required.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vehicle checks | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Comment number |
| Initials of person completing daily check |  |  |  |  |  |  |  |  |
| 1. General cleanliness |  |  |  |  |  |  |  |  |
| 3. Reverse lights and mirrors |  |  |  |  |  |  |  |  |
| 4. Wheel nuts  |  |  |  |  |  |  |  |  |
| 5. Battery covers secured |  |  |  |  |  |  |  |  |
| Highway vehicles |
| 7. Amber bar/beacon working |  |  |  |  |  |  |  |  |
| 8. Chevrons fitted and clean |  |  |  |  |  |  |  |  |
| 9. Motorway maintenance stickers visible |  |  |  |  |  |  |  |  |
| Engine compartment |
| 10. Windscreen wash bottle level |  |  |  |  |  |  |  |  |
| 11. Electrical/ mechanical defects |  |  |  |  |  |  |  |  |
| 12. Oil level OK |  |  |  |  |  |  |  |  |
| Lights |
| 13. Headlights and main beam |  |  |  |  |  |  |  |  |
| 14. Brake lights (inc third brake light) |  |  |  |  |  |  |  |  |
| 15. Rear tail lights |  |  |  |  |  |  |  |  |
| 16. Indicators (inc side repeaters) |  |  |  |  |  |  |  |  |
| Transmission |
| 17. Wheels and tyres |  |  |  |  |  |  |  |  |
| Cab |
| 18. Seats and seat belt condition |  |  |  |  |  |  |  |  |
| 19. Function check horn and wipers |  |  |  |  |  |  |  |  |
| 20. Windscreen condition |  |  |  |  |  |  |  |  |
| 21. Function check all switches and gauges |  |  |  |  |  |  |  |  |
| Vehicle damage |
| 22. Identify any external body damage |  |  |  |  |  |  |  |  |
| 23. Identify any internal damage |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Observations / defects (continue on reverse if necessary)

You must send this form to the fleet administrator at head office **fleet@vgcgroup.co.uk** by 17:00 on Monday of each week (or the first business day of the week if Monday is a bank holiday).