**DAILY SITE VEHICLE INSPECTION SCHEDULE**

**Drivers Name Vehicle Reg No: .**

**Week Starting: Week Ending: .**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | INSPECTION | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| 1 | Side Mirrors (Check for visibility repair) |  |  |  |  |  |  |  |
| 2 | Windscreen (Check for cracks & visibility) |  |  |  |  |  |  |  |
| 3 | Windscreen Wipers (Check blades & wiper action) |  |  |  |  |  |  |  |
| 4 | Headlights, Taillights (Check for cracks, damage & test) + **ALSO IMPORTANT ROTATING LIGHT** |  |  |  |  |  |  |  |
| 5 | Indicators (Check for cracks, damage & test) |  |  |  |  |  |  |  |
| 6 | Hooter (test) |  |  |  |  |  |  |  |
| 7 | Tyre Pressure (Check out wall damage & valves) |  |  |  |  |  |  |  |
| 8 | Wheel Nuts/ Wheel Hub |  |  |  |  |  |  |  |
| 9 | Grease Nipples & Grease on all joints |  |  |  |  |  |  |  |
| 10 | Oil Leaks |  |  |  |  |  |  |  |
| 11 | Hydraulic Pipes (Check for damage & leaks) |  |  |  |  |  |  |  |
| 12 | Battery Terminals |  |  |  |  |  |  |  |
| 13 | Safety Systems & Features (test & inspection) |  |  |  |  |  |  |  |
| 14 | Driver safety gear (Safety Jacket + Hard Had + Safety Shoes (steel tips) and Gloves |  |  |  |  |  |  |  |
|  | **FLUID LEVELS** |  |  |  |  |  |  |  |
| 15 | Diesel Level |  |  |  |  |  |  |  |
| 16 | Water Level |  |  |  |  |  |  |  |
| 17 | Hydraulic Oil Level |  |  |  |  |  |  |  |
| 18 | Brake Fluid Level (Failure to check these levels will result in possible brake failure) |  |  |  |  |  |  |  |
| 19 | Engine Oil Level |  |  |  |  |  |  |  |