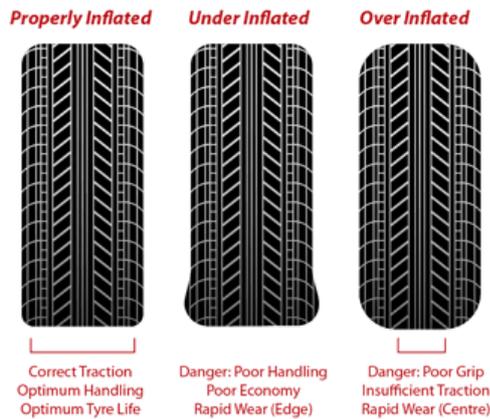


Daily fleet inspection guidance (estimated time to complete – 3 minutes)

From outside the vehicle, before you switch the engine on:

1. Tyres

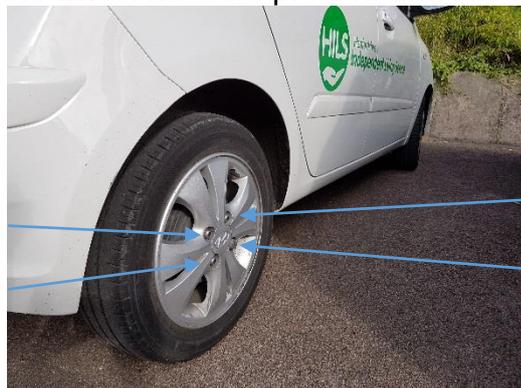
- a. Look at each tyre and see if any of them look under inflated, using the below as a guide:



- b. Check each tyre for any deep cuts. If there is a cut that you are unsure about, report it to your team leader.
- c. Look at each tyre to see if there are any 'cords' visible, which look like white bits of string. This could be obvious (left) or subtle (right). Both tyres below are illegal and must be replaced immediately:



- d. Check all of the wheel nuts are present and secure on all of the tyres



2. Vehicle exterior

- a. Using the 'current defects' sheet as a guide, check the exterior of the vehicle for any new dents or scratches.
- b. Visually check the exterior of the vehicle and make sure that it is clean.

From inside the vehicle, without the engine on:

3. Vehicle equipment

- a. Ensure that there is a first aid kit, incident checklist & bump card in the vehicle.
- b. Visually check the interior of the vehicle and make sure that it is clean.
- c. Check that the seatbelt works as it should. It should lock under pressure, recede when released & should be free of cuts, fraying and other damage.

4. Horn

- a. Check that the horn sounds.

5. Mirrors

- a. Check that you have a full, unobstructed view all around you and that none of the mirrors have cracks or anything else which obscures the view.

From inside the vehicle, with the engine on:

6. Lights (to be checked by another member of staff)

- a. Put the hazards on and ask another member of staff to walk around the car and check that the indicators work...
- b. ... the front and rear lights work...
- c. ... and the brake & reversing light(s) work.
- d. Check that there is over half a tank of fuel in the car. If there isn't, mark it as 'No' and fill it up after your round.

7. Washers & wipers

- a. Check that there is washer fluid by spraying it onto the screen.
- b. At the same time, check that the wipers clear the screen effectively.

From outside the vehicle, with the engine on:

8. Engine

- a. Visually inspect the exhaust fumes and check that there is no smoke coming out.
- b. Visually inspect the ground underneath the car to check that there are no puddles caused by leakage.

Now switch your engine off.

9. Brakes

- a. Before you leave site, check your brakes work efficiently. If you have any concerns, return to site immediately and inform your team leader.

If you are unsure about how to carry out any of the inspections, talk to your team leader. Similarly, IF YOUR VEHICLE FAILS ANY OF THE INSPECTIONS OR IF YOU ARE UNSURE IF YOUR VEHICLE PASSES ANY OF THE INSPECTIONS, TALK TO YOUR TEAM LEADER.

By signing the inspection log, you are confirming that you have completed the inspections and that the car is roadworthy and safe to drive.