

Van Daily Check Sheet

Give a driver one sheet per vehicle per day, with enough room to describe a defect properly instead of ticking a box nobody reads.

The driver's walk-around: one sheet per vehicle per day, with room to describe a defect properly instead of ticking a box and hoping somebody reads it.

WALK-AROUND RULES DIFFER BY COUNTRY

What a driver has to check before a journey, how it must be recorded and how long the record has to be kept differ by country and by the class and use of the vehicle. Check what applies to you. This is a blank walk-around record: it sets no standard, and completing it does not demonstrate compliance with anything.

Vehicle	Registration	Fleet no.	Date
Driver	Odometer start	Odometer end	Trailer / plant

WALK-AROUND tick each item checked · describe anything wrong below

- | | |
|---|--|
| ☐ Tyres — condition, damage and pressure | ☐ Steering and suspension |
| ☐ Wheels, nuts and fixings | ☐ Seat, belts and head restraints |
| ☐ Lights, indicators and reflectors | ☐ Doors, locks and load area |
| ☐ Brake lights and reversing light | ☐ Load secured and within limits |
| ☐ Mirrors, glass and view of the road | ☐ Battery, leads and connections |
| ☐ Wipers and washers | ☐ Leaks or fluid under the vehicle |
| ☐ Horn and warning devices | ☐ Bodywork, bumpers and mudguards |
| ☐ Warning lights and gauges | ☐ Number plates clean and readable |
| ☐ Engine oil level | ☐ Height marker where one is fitted |
| ☐ Coolant level | ☐ Tail lift or ramp where fitted |
| ☐ Screen wash level | ☐ Spare wheel or tyre kit present |
| ☐ Fuel or charge level and filler cap | ☐ Safety kit carried and in date |
| ☐ Brakes and parking brake | ☐ Documents carried for the journey |

DEFECTS AND DAMAGE FOUND

Where on the vehicle	Defect or damage	New or known	Reported to	Time

Any defect found today?

Vehicle taken out of use?

Reported to

Driver signature

Print name

Date

Notes