

# 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

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

## DEFECTS AND DAMAGE FOUND

[illegible]

Any defect found today?

Vehicle taken out of use?

Reported to

Driver signature

Print name

Date

## Notes