**Appendix 1**

**Daily Work Related Road Vehicle Checklist**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vehicle Details** | | | | | | | |
| Registration Number | |  | | | | | |
| Vehicle Type | |  | | | | | |
| Kilometres Driven | |  | | | | | |
| Driver | |  | | | | | |
| Date | |  | | | | | |
| **Vehicle Interior and Equipment** | | | | | | | |
| **Item** | | **Satisfactory** | **Substandard** | **Not Applicable** | **Comments** | | |
| Cleanliness | |  |  |  |  | | |
| Safety Belts | |  |  |  |  | | |
| Head Restraints | |  |  |  |  | | |
| Fire Extinguisher | |  |  |  |  | | |
| First Aid Kit | |  |  |  |  | | |
| Internal Lights | |  |  |  |  | | |
| Odometer | |  |  |  |  | | |
| Hazard/Reversing Lights | |  |  |  |  | | |
| Triangle | |  |  |  |  | | |
| Spare Tyre | |  |  |  |  | | |
| Jack | |  |  |  |  | | |
| Wipers/Washers | |  |  |  |  | | |
| **Vehicle Interior and Equipment (Continued)** | | | | | | | |
| Fuel | |  |  |  |  | | |
| Brakes | |  |  |  |  | | |
| Head/Tail Lights | |  |  |  |  | | |
| Mirrors | |  |  |  |  | | |
| Reversing Beepers | |  |  |  |  | | |
| Horn | |  |  |  |  | | |
| CCTV | |  |  |  |  | | |
| Load Restraint Equipment | |  |  |  |  | | |
| **External Condition of Vehicle** | | | | | | | |
| **Item** | | **Satisfactory** | **Substandard** | **Not Applicable** | **Comments** | | |
| Cleanliness | |  |  |  |  | | |
| Bodywork | |  |  |  |  | | |
| Windows | |  |  |  |  | | |
| Lights/Brake Lights | |  |  |  |  | | |
| Wiper Blades (Front and Rear) | |  |  |  |  | | |
| Tyres | |  |  |  |  | | |
| Wing Mirrors | |  |  |  |  | | |
| Access Steps | |  |  |  |  | | |
| Security of Load | |  |  |  |  | | |
| Trailer | |  |  |  |  | | |
| **Fluids** | | | | | | | |
| **Item** | | **Satisfactory** | **Substandard** | **Not Applicable** | **Comments** | | |
| Oil | |  |  |  |  | | |
| Coolant | |  |  |  |  | | |
| Washer | |  |  |  |  | | |
| Brake/Clutch/  Power Steering | |  |  |  |  | | |
| Battery | |  |  |  |  | | |
| Leaks | |  |  |  |  | | |
| **On the Road Checks** | | | | | | | |
| **Item** | | **Satisfactory** | **Substandard** | **Not Applicable** | **Comments** | | |
| Electrics | |  |  |  |  | | |
| Exhaust System | |  |  |  |  | | |
| Brakes | |  |  |  |  | | |
| Steering | |  |  |  |  | | |
| **Comments** | | | | | | | |
| **Signed** |  | | | | | **Date** |  |