

FORM 11: Vehicle Inspection Checklist

Vehicle description:	
Vehicle registration:	Vehicle plant number:
Date of inspection:	Driver's name:

What should I check before operating the vehicle	Yes	No
Oil level		
Brake fluid level		
Water level		
Windscreen washer level		
Adjust seat and controls		
Seat belts - check for operation (all)		
Parking brake – hold against slight acceleration		
Foot brake – holds, stops vehicle smoothly		
Clutch and gearshift – shifts smoothly without jumping or jerking		
Mirrors clean and adjusted		
Doors and door locks operate correctly		
Steering – moves smoothly		
Lights – clearance, headlights, tail, licence plate, brake, indicator turn signals, hazard, reverse		
Dash control panel – all lights and gauges are operational		
Horn – operational		
Vehicle reverse alarm (if fitted)		
Hydraulic systems – no evidence of leaks and systems operate smoothly		
Check spare tyre		
Wheel chair hoist operational		
Check tow bar (where fitted)		
Emergency equipment		
First aid kit		
Blankets		

Name of worker undertaking vehicle inspection:

Signature:

Vehicle faults to be reported immediately:

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- REMEMBER – What should I do before vehicle operation**
- Initially read, understand and follow the manufacturer's operating manual. This will provide a wide range of information relative to the vehicle.
 - Know how to operate the vehicle and use any related equipment or attachments safely.
 - Be familiar with the location and function of all the controls.
 - Develop a routine method of inspecting the vehicle.
 - Before moving off, adjust the seat and mirrors and fasten seat belt/s.