

Driver Daily Check Sheet

Newcastle University's Student's Union			
This form must be completed prior to driving each day			
Date:			
Vehicle Registration Number:			
Odometer Reading:			
Item	✓	X	✓ X
Engine Oil Level			Brake lights
Coolant Level			Fog lights
Power Steering Oil			Indicators
Brake fluid level			Reverse lights
Clutch fluid level			Hazard lights
Windscreen wipers			Interior & Step lights
Windscreen washers			First aid kit (seal) (Minibus Only)
Windscreen clean/serviceable			Fire extinguisher(s) (Minibus Only)
Mirrors			Bodywork
Horn			Seat belts front
Side lights			Seat belts rear
Dipped beam			Tyres. Pressure and wear (Visual check only)
Full beam			
Tail and No plate lights			
Any other defects:			
Checked by: Name: (Print)			

Defects Noted:	YES/NO	If yes complete defect report form.
Signature:		
Date:		

CONDITION OF YOUR VEHICLE

As the driver you are at all times legally responsible for the condition of the vehicle that you are driving. This responsibility cannot be passed on to the organisation that own or operate the vehicle.

The vehicle should not be used if a defect affects vehicle or passenger safety or those items that are a legal requirement. Brakes; Lights; Steering; Horn; Windscreen wipers & washers; Tyres; Mirrors; Windows; Fire Extinguisher; First Aid Kit.