

## Annex E: Driver vehicle condition checklist

Completed by [INSERT DRIVER NAME] at HH:MM hours on DD/MM/YY

Vehicle Registration Mark: \_\_\_\_\_

Vehicle Licence Number: \_\_\_\_\_

Driver Licence Number: \_\_\_\_\_

Area	Requirement	Faulty	Correct
Brakes	Foot/service brake works correctly and does not have any excess travel		
	Hand/parking brake works correctly and does not have any excessive travel		
Horn and steering	Horn control is easily accessible from driver's seat		
	Horn works when its control is operated		
	Steering has no excessive play		
Obligatory lights and lenses	All lights and indicators work correctly		
	All lenses are present, clean, in good condition and are the correct colour		
	Stop lamps come on when the service brake is applied and go out when released		
	All dashboard warning lamps work correctly, including (if fitted)		

Area	Requirement	Faulty	Correct
	<p>automatic braking system (ABS)</p> <p>airbags - (SRS)</p> <p>main beam headlamp warning lamp</p> <p>parking brake warning lamp</p>		
Mirrors and glass	<p>All required mirrors are fitted and should be properly aligned and secure</p> <p>Your view of the road in all directions must not be obscured by damaged, excessively tinted or discoloured glass, or obstructions, i.e. stickers, advertisements</p>		
Seats and seat belts	<p>All seats are secure</p> <p>All seat belts must operate correctly and must be free from cuts and any damage</p>		
Washers and wipers	<p>Wipers move as per manufacturer design when switched on</p> <p>Wiper blades must clear the windscreen effectively</p> <p>Washers point at the windscreen and are operational</p> <p>Washer fluid is topped up</p>		
Battery	<p>Battery is held securely in place by the correct means</p> <p>Battery is not leaking</p>		
Fluids, fuel and oil	<p>The brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels must be maintained at an effective level;</p> <p>The fuel filler cap must be securely fitted</p> <p>There must not be any brake fluid, power steering fluid or water leaks</p>		

Area	Requirement	Faulty	Correct
	<p>With the engine off, look for puddles on the ground - if leaks are detected, trace the cause before using the vehicle</p> <p>With the engine on, check underneath the vehicle for any fuel and oil leaks - look for puddles on the ground.</p>		
<p>Bodywork and doors</p>	<p>All doors must shut properly, must be secure when closed and must stay open when required for passenger entrance or exit;</p> <p>There must not be any sharp edges or excess corrosion</p> <p>All body panels and sills must not be loose or in danger of falling off</p>		
<p>Exhaust (if applicable)</p>	<p>The exhaust must not emit excessive amounts of smoke.</p>		
<p>Tyres and wheels</p>	<p>Check as much of your tyres and wheels as you can see. There must be:</p> <p>a minimum tread depth of 1.6mm across the centre 75% of the tread</p> <p>sufficient inflation of each tyre</p> <p>no deep cuts in any tyre sidewall</p> <p>no cord visible anywhere on any tyre</p> <p>no missing or insecure wheel nuts</p> <p>Space saver tyres when fitted are not sufficient for use for hire and reward- can be used merely to get the vehicle to where a full-size tyre can be fitted.</p>		
<p>Licence Plates Discs and other identifiers</p>	<p>Drivers must ensure:</p> <p>all required plates and mandatory signs must be in place on the vehicle before use.</p> <p>When displayed the licence plate must not obstruct/ obscure the vehicle registration plate</p>		

Area	Requirement	Faulty	Correct
	in such a way as to hide the name of the issuing authority or other identifying details.		

Table 1 Driver vehicle condition checklist

**WARNING: Drivers are found using a defective vehicle in breach of the duty to check could be at risk of sanction, especially if the condition of the vehicle is such that it is obvious no routine checks have occurred over a number of days.**