

Vehicle Daily Defect Sheet

Date:	Registration No:
Vehicle Reg, Make and Type:	
Fleet /Serial No:	Odometer reading:

Item	Checked	Comments
Section 19 Permit/Tax Disc		
Windscreen/Windscreen wipers		
Internal/External Damage		
Fuel/oil/waste leaks		
Mirrors (including rearview mirror)		
Tyres (minimum tread-over 9 seats 1.0mm/under 8 seats 1.6mm)		
Brakes/Steering Wheel Security		
Wheel Security		
Doors/Exits/Emergency Exit's Operation/Unlocked		
Lights (internal/external)/Reflectors		
Seat Belts - Condition & Operation		
Seat Security		
Fire Extinguisher's 1 front (& 1 rear for W/Chair accessible vehicles)		
First Aid Kit/Emergency Hammer		
Operation of: Demisters/Horn/Driving Controls/Wipers & Washers		
Wheelchair Equipment/Tracking		
Tail Lift Operation		
Excessive engine exhaust smoke		
Write NIL here if no defects found:		
Defects Found:		

Driver's Signature:	Defects Reported to:	Rectified by:	Signature of Person Carrying out Rectification:
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Remember - Do not attempt to use a vehicle that in your consideration may be unfit for service