

# University Occupational Health and Safety Form

## VEHICLE DAILY CHECKS AND DEFECT REPORT (University and Department vehicles only)

Form 37

### VEHICLE DAILY CHECKS & DEFECTS REPORT (for Fleet and University vehicles only)

Vehicle Reg. No.	Driver's name (PRINT):	Date:
Note: Drivers are responsible for the safe condition of their vehicle and load, and are required by law, to check the vehicle and report any defects identified to their line manager.		Odometer reading:

External checks		✓	X	Internal checks		✓	X
1	Engine oil level			10	Fuel Level		
2	Engine coolant level			11	Dashboard warning lights		
3	Tyres, wheels and wheel nuts			12	Brakes		
4	Windscreen wipers/washers			13	Horn		
5	Mirrors			14	Seats and seat belts		
6	Lights and reflectors			15	Interior condition		
7	Body work			16	Ancillary equipment		
8	Number plates			17	Keys & up to date log book		
9	Security of Load (including trailer)			18	Documents and signs		

Description of defects:

Drivers signature:	
Defects reported to: (PRINT)	