**FORM 11: Vehicle Inspection Checklist** (courtesy Safe Work SA)

Vehicle description…………………………………………………………………………………………

Vehicle registration…………………………. Vehicle plate 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 |  |  |
| Passenger brake for Driving lessons |  |  |
| 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 optional |  |  |
| Vehicle reverse alarm (if fitted)  |  |  |
| Hydraulic systems – no evidence of leaks and systems operate smoothly |  |  |
| Check spare tyre |  |  |
| 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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**REMBERMBER – 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 and related equipment or attachments safely**
* **Be familiar with the location and function of all controls**
* **Develop a routine method of inspecting the vehicle**
* **Before moving off, adjust the seat and mirrors and fasten seat belt/s**

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