

Pre-Drive Safety Checklist



Date: Driver Name:

Vehicle Registration No: Fleet No:

Make: Start Miles:

Interior Checks	Working/ Present	Defective/ Missing	Comments
Mirrors are correctly adjusted, clean and unobstructed			
Position and function/purpose of all the dashboard controls			
Position of driving seat so that all controls can be operated comfortably			
Pressure on brake pedal			
Wipers and washers are working properly			
Fuel level (and type of fuel: diesel or petrol)			
Heating and ventilation systems working			
All seats are fixed and secure and all seatbelts are undamaged and working properly			
Location of wheel brace and jack			
Location and contents of first aid kit and fire extinguisher(s)			
Relevant paperwork (permit disc, insurance, MOT, emergency numbers and driving licence)			
Change for parking or the telephone (or mobile phone or phonecard)			
Luggage is securely stowed and aisles and exits are clear			
Damage or sharp edges			
Emergency equipment (e.g., high visibility jacket, torch, warning triangle, webbing cutter, First Aid Kit)			
All doors are unlocked			
Horn is in working order			
Interior lights are working			
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) is available.			
No warning lights lit on the dashboard			

