

Pre-Drive Safety Checklist



This check should be completed every day the minibus is used, and whenever another driver takes over the vehicle. Walk around the minibus, including the trailer if applicable, to check for visible defects, and the items listed below:

Exterior Check

| | Ok | Not Ok |
|--|--------------------------|--------------------------|
| Oil level (once only at start of day) | <input type="checkbox"/> | <input type="checkbox"/> |
| Coolant level (once only at start of day) | <input type="checkbox"/> | <input type="checkbox"/> |
| Windscreen washer fluid level (once only at start of day) | <input type="checkbox"/> | <input type="checkbox"/> |
| Brake fluid level (once only at start of day) | <input type="checkbox"/> | <input type="checkbox"/> |
| Windscreen and windows are clean and undamaged | <input type="checkbox"/> | <input type="checkbox"/> |
| Wiper blades are clean and undamaged | <input type="checkbox"/> | <input type="checkbox"/> |
| Exterior mirrors are correctly adjusted, clean and unobstructed | <input type="checkbox"/> | <input type="checkbox"/> |
| Lights, including brake lights and indicators, are clean and working | <input type="checkbox"/> | <input type="checkbox"/> |
| Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 3.0mm across centre 3/4 is recommended | <input type="checkbox"/> | <input type="checkbox"/> |
| Any cuts and bulges? | <input type="checkbox"/> | <input type="checkbox"/> |
| Doors open and close properly | <input type="checkbox"/> | <input type="checkbox"/> |
| Trailer brake lights and indicators work, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift (if fitted) works safely and is securely stowed | <input type="checkbox"/> | <input type="checkbox"/> |
| Ramp (if fitted) works safely and is securely stowed | <input type="checkbox"/> | <input type="checkbox"/> |
| Roof rack or trailer is properly fitted, and all luggage is securely held | <input type="checkbox"/> | <input type="checkbox"/> |
| Damage to bodywork or sharp edges | <input type="checkbox"/> | <input type="checkbox"/> |
| Fluid leaks | <input type="checkbox"/> | <input type="checkbox"/> |

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Interior Check

| | Ok | Not Ok |
|---|--------------------------|--------------------------|
| Mirrors are correctly adjusted, clean and unobstructed | <input type="checkbox"/> | <input type="checkbox"/> |
| Position and function/purpose of all the dashboard controls | <input type="checkbox"/> | <input type="checkbox"/> |
| Position of driving seat so that all controls can be operated comfortably | <input type="checkbox"/> | <input type="checkbox"/> |
| Pressure on brake pedal | <input type="checkbox"/> | <input type="checkbox"/> |
| Wipers and washers are working properly | <input type="checkbox"/> | <input type="checkbox"/> |
| Fuel level (and type of fuel: diesel or petrol) | <input type="checkbox"/> | <input type="checkbox"/> |
| Heating and ventilation systems working | <input type="checkbox"/> | <input type="checkbox"/> |
| All seats are fixed and secure and all seat belts are undamaged and working properly | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of wheel brace and jack | <input type="checkbox"/> | <input type="checkbox"/> |
| Location and contents of first aid kit and fire extinguisher(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| Relevant paperwork (permit disc, insurance, MOT, emergency numbers and driving licence) | <input type="checkbox"/> | <input type="checkbox"/> |
| Change for parking or the telephone (or mobile phone or phonecard) | <input type="checkbox"/> | <input type="checkbox"/> |
| Luggage is securely stowed and aisles and exits are clear | <input type="checkbox"/> | <input type="checkbox"/> |
| Damage or sharp edges | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency equipment (e.g., high visibility jacket, torch, warning triangle, webbing cutter) | <input type="checkbox"/> | <input type="checkbox"/> |
| All doors are unlocked | <input type="checkbox"/> | <input type="checkbox"/> |
| Horn is in working order | <input type="checkbox"/> | <input type="checkbox"/> |
| Interior lights are working | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) is available. | <input type="checkbox"/> | <input type="checkbox"/> |
| No warning lights lit on the dashboard | <input type="checkbox"/> | <input type="checkbox"/> |