

Car & Small Passenger Vehicle Driver Daily Pre-Checks

In Car Checks

- Driving controls, seat & head rest positions adjusted correctly
- Safety belt(s) in correct position & working correctly
- Clean interior & no obstructions or loose material in the foot-well(s) or parcel shelf behind rear seats
- Turn on engine & check that all instrument gauges & warning lights working correctly
- Wipers, washers, horn, demister & temperature controls working correctly
- Steering & brakes working correctly
- Hi-visibility triangle & vest readily accessible in the car
- Pedals in good anti-slip condition

Mirrors & Windows

- Mirrors secure & aligned correctly
- Clean & in good condition
- View not obstructed. E.g. by stickers etc.
- Windows opening & closing properly

Lights, Indicators, Hazard Lights & Reflectors

- All in place
- Working properly
- No breaks or cracks
- Clean

Access

- Door locks working properly
- Doors opening & closing correctly

External Checks

- Vehicle sitting square and not leaning to one side
- Check underside of vehicle for fluid leaks
- Bumpers (Front & Rear) in good condition
- Exhaust. No excessive noise or smoke
- Number plates (Front & Rear): of correct type, in correct position, visible & clean
- Fuel cap seal: in place, in good condition & no leaks
- Check condition of wiper blades
- Valid Insurance, NCT & Tax discs displayed
- Check engine oil, coolant, water, windscreen wash & brake fluid for levels and leaks

Wheels & Tyres

- Tyres correctly inflated
- Tyres correct tread depth
- Tyres undamaged: no bulges, tears or abrasions
- All wheel nuts in place, correctly fitted & secure
- Wheel nut indicators correctly aligned (if in use)
- Tyre has 'E' mark

Load Security & Restraint

- Vehicle loaded within load limits of vehicle
- Load distributed evenly
- Articles in vehicle stored securely (in boot) and restrained if necessary
- Load restraint equipment suited to load & in good condition
- No loose articles on seats
- Articles on roof securely tied down
- Overhanging articles on roof visible to other road users. e.g. hi-visibility warning flag
- Estate cars: barrier in place to protect driver and/or front passenger when goods are being carried in rear goods space

