|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Make:** |  | **Model:** |  | **Registration:** |  |

Week Commencing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Daily Inspection** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| Inspected By (drivers initials) |  |  |  |  |  |  |  |
| 1. Check Oil Level
 |  |  |  |  |  |  |  |
| 1. Check Brake Fluid Level
 |  |  |  |  |  |  |  |
| 1. Check Coolant Level
 |  |  |  |  |  |  |  |
| 1. Check Window Wash
 |  |  |  |  |  |  |  |
| 1. Wipers Blades
 | Wear/Damage |  |  |  |  |  |  |  |
| Mechanical Function |  |  |  |  |  |  |  |
| 1. Check Lights
 | L/R Indicators |  |  |  |  |  |  |  |
| Hazard Lights |  |  |  |  |  |  |  |
| Brake Lights |  |  |  |  |  |  |  |
| Head lights |  |  |  |  |  |  |  |
| Back Lights |  |  |  |  |  |  |  |
| 1. Check Horn
 |  |  |  |  |  |  |  |
| 1. Check Tyres
 | Tread & Side Walls |  |  |  |  |  |  |  |
| Wheel |  |  |  |  |  |  |  |
| 1. Check Vision
 | Windows |  |  |  |  |  |  |  |
| Mirrors |  |  |  |  |  |  |  |
| 1. Seatbelts
 |  |  |  |  |  |  |  |
| 1. Cleanliness
 | Cab |  |  |  |  |  |  |  |
| Back |  |  |  |  |  |  |  |

Weekly inspection by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Weekly Tyre Pressure** | **To Be Recorded Every Monday** |
| Front Nearside | Psi | Tax Expiry: |  |
| Front Offside | Psi | MOT Due: |  |
| Rear Offside | Psi | Next Service: |  | Miles |
| Rear Nearside | Psi | Mileage: |  |
| Brake Fluid Level: | Min► | ◄Max |
| Engine Oil Level: | Min► | ◄Max |
| Engine Coolant Level: | Cold ►**I** |   |

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_