

VEHICLE REGISTRATION

MAKE AND MODEL

BEFORE EVERY JOURNEY

WEEK COMMENCING

DRIVER OR DRIVERS

Daily vehicle check

Each day: tick each item when it has been checked and is fine. Mark a cross for a defect and record it overleaf. Tick nil defects when nothing was found. A dangerous defect is reported at once and the vehicle is not used until it is fixed.

CHECK	MON	TUE	WED	THU	FRI	SAT	SUN
Front view and mirrors Glass clear and undamaged, mirrors and cameras in place	☐	☐	☐	☐	☐	☐	☐
Washers and wipers Work correctly, in good condition	☐	☐	☐	☐	☐	☐	☐
Dashboard warning lights Braking, airbag, steering and stability lights	☐	☐	☐	☐	☐	☐	☐
Steering Moves freely, no jamming or excessive play	☐	☐	☐	☐	☐	☐	☐
Horn Works when operated	☐	☐	☐	☐	☐	☐	☐
Brakes Footbrake and handbrake, no excessive travel	☐	☐	☐	☐	☐	☐	☐
Seats and seat belts Secure, no cuts or fraying, retract fully	☐	☐	☐	☐	☐	☐	☐
Lights and indicators All work, lenses fitted, clean, right colour	☐	☐	☐	☐	☐	☐	☐
Fluids, fuel and oil Levels correct, filler cap secure, no leaks	☐	☐	☐	☐	☐	☐	☐
Battery Secure, in good condition, not leaking	☐	☐	☐	☐	☐	☐	☐
Bodywork and doors Doors secure, no sharp edges or loose panels	☐	☐	☐	☐	☐	☐	☐
Tyres and wheels Legal tread, inflated, no cuts, wheels secure	☐	☐	☐	☐	☐	☐	☐
Load Secured, right restraints, bulkhead and floor sound	☐	☐	☐	☐	☐	☐	☐
AdBlue Enough for the journey, diesel vehicles	☐	☐	☐	☐	☐	☐	☐
Exhaust No leaks, excessive smoke or noise	☐	☐	☐	☐	☐	☐	☐
Alternative fuel system Isolation switch known, no leaks	☐	☐	☐	☐	☐	☐	☐
Number plates Correct, secure, easy to read	☐	☐	☐	☐	☐	☐	☐
Tow bar and trailer Secure, lights connected, breakaway cable	☐	☐	☐	☐	☐	☐	☐
Other equipment Tail lift, racking, ladder clamps, roof bars	☐	☐	☐	☐	☐	☐	☐
Start mileage							
Driver initials							
Nil defects Nothing found at the check	☐	☐	☐	☐	☐	☐	☐

CHECK ITEMS FROM GOV.UK, CARRY OUT VAN DAILY WALKAROUND CHECKS (DVSA). TYRES: AT LEAST 1.6 MM OF TREAD ACROSS THE CENTRAL THREE-QUARTERS, HIGHWAY CODE ANNEX 6

DEFECT REPORT

Defects found, and how each was put right

Record every defect found at the check or that becomes apparent during a journey. Stop somewhere safe to assess one found on the road. A dangerous defect is fixed before the vehicle goes any further.

Defects found

Registration, date, the defect or symptom, your assessment of it, your name and who it was reported to: the details GOV.UK says to record.

GOV.UK VAN WALKAROUND CHECKS

DATE AND TIME	ITEM	DEFECT OR SYMPTOM	DANGEROUS	REPORTED TO	DRIVER
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		

Defects put right

Who repaired it, what was done, and who confirmed the vehicle is safe to use again.

DATE	DEFECT	ACTION TAKEN	REPAIRED BY	SAFE TO USE, SIGNED

BEFORE EVERY JOURNEY

The driver checks

GOV.UK: you are responsible for making sure your van is safe to drive. Walk round it before the journey.

NIL DEFECTS

Record the check

Record nil defects when nothing is found, so the sheet shows the check was done.

DANGEROUS

Stop, report, fix

A dangerous defect is fixed before the journey continues. Using a vehicle in a dangerous condition is an offence.

KEEP THE SHEETS

Evidence of checks

Operator licence holders should record and report every defect. For any firm, the sheets show the checks were done.

GOV.UK, CARRY OUT VAN DAILY WALKAROUND CHECKS AND DRIVING A VAN. ROAD TRAFFIC ACT 1988 S40A. DVSA CAN ASK FOR THE RECORD OF A WALKAROUND CHECK AT A ROADSIDE CHECK

VEHICLE	DOCUMENT Vehicle check sheet	REVISION	DATE	PAGE 2 of 2
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