

GOA MOTOR VEHICLE USAGE POLICY FORMS

Appendix B – WEEKLY VEHICLE CHECKLIST

Checks to be conducted weekly

Vehicle Registration No:

Vehicle Mileage:

Vehicle Make/Type:

Operator: **Date:**

Mark each item as: √ = Satisfactory/available; X = defective/missing/unsatisfactory; N/A = not applicable

<i>External Vehicle Condition</i>		<i>Fluids</i>	
	Bodywork, Windscreen, windows, lights		Engine oil level
	Windscreen wiper blades		Coolant level
	Windscreen, windows, mirrors, lights, plates		Windscreen washer level
	Security of load, trailer, roof-rack		Fuel
	Tyre condition, tyre pressure, tyre wear		Power steering
	Availability/condition of spare wheel & jack		Condition of battery
			Oil or water leaks

<i>Vehicle Interior and Equipment</i>		<i>Function Checks</i>	
	Condition and function of seatbelt		Warning light
	Head restraint adjustment		All lights
	Mirror adjustment		Horn
	First aid kit		Washers and wipers
	Fire extinguisher		Brake
	Flashlight		
	Warning triangles or cones		
	Vehicle handbook		

<p>All items have been checked any defects, omissions or unsatisfactory conditions reported.</p> <p>Signature: _____</p>
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