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| **DAILY VEHICLE CHECK SHEET****About this tool:** This tool is to be used on a daily basis by vehicle operators to guide and record vehicle checks on a daily basis before setting off. |
| **Vehicle Registration:** |  |  | **Vehicle Operator:** |   |   |   |   |   |   |
| **Week Commencing:** |  |
|   |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |  | **Checked By Mechanic**  |
| **Fluids** | Radiator Water |   |   |   |   |   |   |   |   |   |
| Engine Oil |   |   |   |   |   |   |   |   |   |
| Power Steering |   |   |   |   |   |   |   |   |   |
| Brake Fluid |   |   |   |   |   |   |   |   |   |
| Windscreen Washer |   |   |   |   |   |   |   |   |   |
| Battery Fluid |   |   |   |   |   |   |   |   |   |
| Fuel |   |   |   |   |   |   |   |   |   |

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| **Lights** | Head Light |   |   |   |   |   |   |   |   |   |
| Brake Light |   |   |   |   |   |   |   |   |   |
| Parking Light |   |   |   |   |   |   |   |   |   |
| Reverse Light |   |   |   |   |   |   |   |   |   |
| Internal Light |   |   |   |   |   |   |   |   |   |
| Hazard Lights |   |   |   |   |   |   |   |   |   |
| Signals |   |   |   |   |   |   |   |   |   |

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| **Equipment** | Fire Extinguisher |   |   |   |   |   |   |   |   |   |
| Seat Belts |   |   |   |   |   |   |   |   |   |
| Wheel Spanner |   |   |   |   |   |   |   |   |   |
| Jack (‘Hi-lift’) (fixed firmly on roof) |   |   |   |   |   |   |   |   |   |
| Spare wheels |   |   |   |   |   |   |   |   |   |
| 30m polypropylene rope |   |   |   |   |   |   |   |   |   |
| D-shackles and towing cable |   |   |   |   |   |   |   |   |   |
| Pick axe (fixed firmly on roof) |   |   |   |   |   |   |   |   |   |
| Shovel (fixed firmly on roof) |   |   |   |   |   |   |   |   |   |
| Hazard sign/Triangles |   |   |   |   |   |   |   |   |   |
| Set of spanners (6-24mm) |   |   |   |   |   |   |   |   |   |

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|  |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** | **Checked** **By** **Mechanic** |
| **Equipment Continued** | Ball pen hammer |   |   |   |   |   |   |   |   |   |
| Flat screwdriver |   |   |   |   |   |   |   |   |   |
| Phillips screwdriver |   |   |   |   |   |   |   |   |   |
| Combination pliers150mm |   |   |   |   |   |   |   |   |   |
| Adjustable pliers 150mm |   |   |   |   |   |   |   |   |   |
| Insulated PVC tape (roll) |   |   |   |   |   |   |   |   |   |
| Jump leads/battery cables |   |   |   |   |   |   |   |   |   |
| Torch and spare batteries |   |   |   |   |   |   |   |   |   |
| Fire Extinguisher |   |   |   |   |   |   |   |   |   |
| Tarpaulin Sheet to cover cargo |   |   |   |   |   |   |   |   |   |
| First Aid Kit (is it in place) |   |   |   |   |   |   |   |   |   |
| Wipers |   |   |   |   |   |   |   |   |   |
| Reflectors |   |   |   |   |   |   |   |   |   |
| Mirrors |   |   |   |   |   |   |   |   |   |
| Odometer |   |   |   |   |   |   |   |   |   |
| Body Work |   |   |   |   |   |   |   |   |   |
| 4x4 Gear Stick |   |   |   |   |   |   |   |   |   |

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| **Documents** | Horn |   |   |   |   |   |   |   |   |   |
| Vehicle Manual |   |   |   |   |   |   |   |   |   |
| Log Book |   |   |   |   |   |   |   |   |   |
| License |   |   |   |   |   |   |   |   |   |
| Learner Permit |   |   |   |   |   |   |   |   |   |
| Insurance |   |   |   |   |   |   |   |   |   |
| Official Allocation Letter |   |   |   |   |   |   |   |   |   |
| Vehicle License |   |   |   |   |   |   |   |   |   |
| Road Worthiness |   |   |   |   |   |   |   |   |   |