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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 |  |  |  |  |  |  |  |  |  |