

# Vehicle Defect Report



Date

Vehicle Registration Number

Driver

Odometre

## Daily Vehicle Check

✓ = Satisfactory

✗ = Defect

Driver's seat (& Belt) - condition/security	
Cab warning devices - operation	
Horn and other warnings - operation	
Driving Controls/steering - wear/operation	
Brakes - pressure/operation/leaks	
Direction Indicators - operation	
Odometer / speedometer - operation	
Windscreen wipers/washers - operation/condition	
Body Interior / seating / lighting / ventilation	
First aid kit/fire extinguisher - presence/condition	
Doors - condition/operation	
Number plates - condition/security	

Mirrors - condition/security	
Body Exterior / access doors / compartments condition/operation	
Exterior lights - operation/security/cleanliness	
Discs - presence/validity	
Glass - condition/security/visibility	
Spare wheel / jack - presence/condition/security	
Wheels / fixings - condition/security	
Tyres - inflation/damage/wear	
Engine oil / water / fuel / waste - levels/leaks	
Battery - condition/security	
Exhaust - condition/security/smoke emission	
Reflectors / markers / warning devices operation/security/cleanliness	

**DEFECT REPORT - Details of any faults noted should be entered here**

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Signature of Driver \_\_\_\_\_

**ACTION TAKEN**

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Signature \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_