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| This sheet should be completed daily, prior to the vehicle being used. It is the responsibility of the driver to satisfy themselves, so far as is possible from a visual check, that the vehicle is in a roadworthy condition. To do so, checks should be completed on the following: | | |
| * Tyre pressure/ wear * Indicators * Brake lights * Headlights * Seatbelts | * Horn * Fuel/ oil leaks * Washers/ wipers * Doors and exits * Brakes | |
| If any issues/ defects are identified, they should be notified to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the vehicle should not be used.  At the end of the week this check sheet should be filed along with the Weekly Vehicle Inspection Checklist. | | |

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| |  |  | | --- | --- | | **Make/ model:** |  | | **Registration number:** |  | | **Week beginning:** |  | |  | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Day:** | **Vehicle in satisfactory condition (Yes/ No):** | **Check completed by:** | **Comments:** | | Monday |  |  |  | | Tuesday |  |  |  | | Wednesday |  |  |  | | Thursday |  |  |  | | Friday |  |  |  | | Saturday |  |  |  | | Sunday |  |  |  | |  |  |

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