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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/ Monthly* Vehicle Inspection Checklist.  |

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| **Make/ model:**  |  |
| **Registration number:**  |  |
| **Week beginning:**  |   |

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

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