

A risk assessment of all work activities is required by the University's [Occupational Health and Safety Policy](#). The following check-list provides a template for checking that a vehicle is safe to use for University related business.

Tick the box for each statement below if it is accurate. Note any issues that require further attention at the end of the check-list and refer these to the [Fleet Management Office](#). All of the relevant boxes should be ticked in order to proceed to use the vehicle.

In addition to checking the roadworthiness of the vehicle, drivers are required to conduct themselves in accordance with the University's [Driver Safety Guidelines](#). Please ensure that you are familiar with these.

| |
|-------------------|
| Vehicle type: |
| Registration No: |
| Odometer Reading: |

Check list

1. General

- Vehicle has a current registration certificate.
- Hand brake and foot brake operate correctly.
- Doors, boot and bonnet lock securely.
- Horn works.
- Heater and air conditioning works.
- Windows can be opened and closed.
- There is a [First-aid kit, Type C or better](#).

2. Lights are working correctly

- Brake lights.
- Indicators
- Head lights.
- Tail lights.
- Hazard lights.
- Reversing.
- Interior.
- Fog/spot lights.

3. Tyres

- Tread depth indicator has not been surpassed.
- Pressure is per manufacturers advice.
- Spare is present and ready for use.
- Tyre changing equipment is present and functional.

4. Wind Screen – front and rear

- Screen is clean with no damage.
- Wipers and washers work correctly.
- Demister functions properly.
- Sun visors work effectively.

5. Gauges are working properly:

- Fuel.
- Oil.
- Temperature.
- Speedometer.
- Odometer.

6. Fluid levels:

- Fuel.
- Water.
- Oil.
- Brake.
- Battery.
- Power steering.

List actions or maintenance required to use the vehicle:

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| |

| | Name | Signature | Date |
|-------------|------|-----------|------|
| Employee | | | |
| Supervisor | | | |
| School/Unit | | | |