

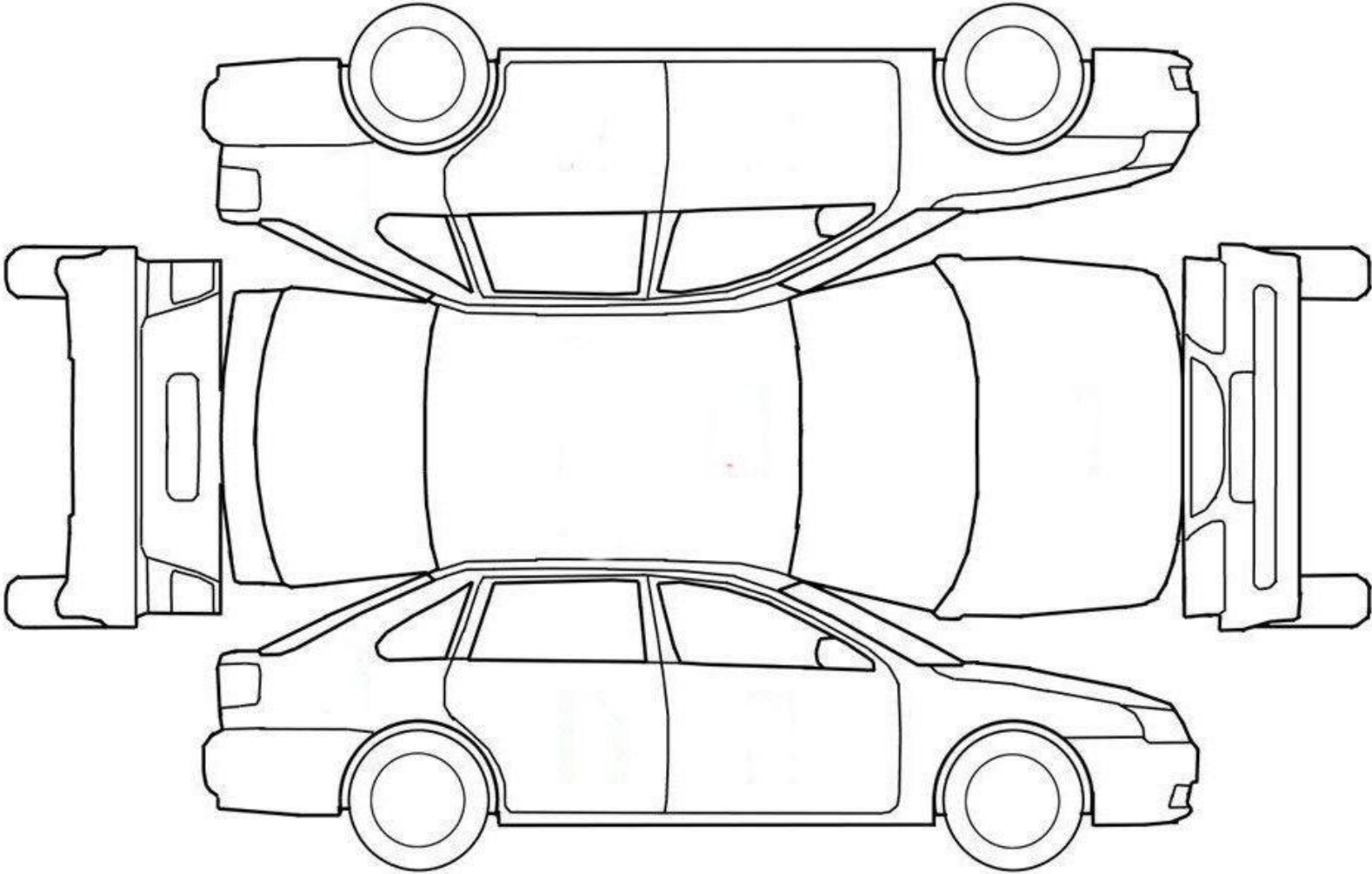
Weekly vehicle checklist



At least weekly, staff must complete this vehicle checklist. Any area that 'requires attention' must be reported to your service coordinator immediately. Any damage that occurs to a vehicle must be reported through our Incident Management System. A copy of this report should be forwarded to your service coordinator at the end of the month (when completed).

Site	Vehicle Registration		Month:									
			Week 1		Week 2		Week 3		Week 4		Week 5	
Date inspection completed:												
Inspection completed by:												
Photos taken of interior and exterior			☐ Int	☐ Ext	☐ Int	☐ Ext	☐ Int	☐ Ext	☐ Int	☐ Ext	☐ Int	☐ Ext
EXTERNAL			Good	Requires attention	Good	Requires attention	Good	Requires attention	Good	Requires attention	Good	Requires attention
Check ground under vehicle for any fluid leaks			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check tyres (wear and pressure) including the spare tyre			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Exterior is clean and free from damages (use diagram to indicate location)			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
All windows and mirrors are free from cracks and damages			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Windshield wiper blades in good condition			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Windshield wiper fluid canister at least ½ full (under bonnet)			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
INTERNAL			Good	Requires attention	Good	Requires attention	Good	Requires attention	Good	Requires attention	Good	Requires attention
Interior is clean and free from damages			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check functionality of all doors and windows			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fuel tank gauge indicates fuel tank is at least ½ full			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Gauges are working and no warning lights are indicated on the dash			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Horn, head lights, taillights, indicators and warning lights working			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Heaters and air-conditioning working effectively in all areas of the vehicle			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
All seatbelts working effectively			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
First aid kit available in the vehicle and fully stocked			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Car seats, seat belts and/or harnesses checked to ensure in good working condition			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Spare tyre, jack and tyre wrench available in the vehicle (in boot or under carriage)			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check logbook for unauthorised/unexplained vehicle usage			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check odometer reading against service sticker. Contact facilities if odometer within 1000kms of service due			Odo:		Odo:		Odo:		Odo:		Odo:	
Comments and further action												

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Bodywork/Glass/Mirrors Indicate any damage on diagram entering the characters from the table below in the spot the damage occurs	
Table D = Dent S = Scratch CH = Chip CR = Crack W = Wheel/Tyre damage T = Tear/Mark	