

Vehicle daily check sheet

Daily first-use check. Complete before the vehicle is driven, and tick nil defects if nothing is found.

Mark N/A where an item does not apply to this vehicle rather than leaving it blank, so a gap on the sheet always means something. Defects found must be reported in writing — the rectification block at the end is the half most sheets leave off.

VEHICLE REGISTRATION	FLEET NUMBER	DEPOT
DRIVER NAME	DATE	ODOMETER

OUTSIDE THE VEHICLE

	OK	DEFECT	N/A
Lights, indicators, stop lamps and beacons	☐	☐	☐
Reflectors, markings and warning plates	☐	☐	☐
Tyres: condition, tread and inflation	☐	☐	☐
Wheels, wheel fixings and indicators	☐	☐	☐
Mirrors, glass, cameras and visibility aids	☐	☐	☐
Bodywork, doors and fastenings	☐	☐	☐
Cab security, doors and steps	☐	☐	☐
Spray suppression and wings	☐	☐	☐
Registration plates clean and legible	☐	☐	☐
Fuel, oil, hydraulic and fluid leaks	☐	☐	☐
AdBlue (diesel exhaust fluid)	☐	☐	☐
Battery security and condition	☐	☐	☐
Electrical connections	☐	☐	☐
Brake lines and parking brake	☐	☐	☐
Excessive exhaust smoke	☐	☐	☐
Load security and restraint	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

BODY AND COLLECTION EQUIPMENT

The parts a generic check sheet does not have.

	OK	DEFECT	N/A
Body condition and security	☐	☐	☐
Tailgate: operation, seals and locking	☐	☐	☐
Packer plate and compaction operation	☐	☐	☐
Bin lift: operation, catches and retention	☐	☐	☐
Emergency stops functioning at every station	☐	☐	☐
Guards and interlocks in place	☐	☐	☐
Controls legible and working	☐	☐	☐
Hydraulic hoses and rams free of damage and leaks	☐	☐	☐
Safety decals and warning signage legible	☐	☐	☐
Step and handhold condition for crew	☐	☐	☐
Reversing alarm and camera working	☐	☐	☐
Spillage containment and sheeting as required	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

IN THE CAB			
	OK	DEFECT	N/A
Seat, seat belt and head restraint	☐	☐	☐
Steering, free play and operation	☐	☐	☐
Horn and audible warning	☐	☐	☐
Wipers, washers and demist	☐	☐	☐
Mirrors set and clean	☐	☐	☐
Warning lamps and gauges	☐	☐	☐
Air build-up and warning (where fitted)	☐	☐	☐
Service brake and parking brake	☐	☐	☐
Height marker correct for the vehicle	☐	☐	☐
Tachograph working, card inserted	☐	☐	☐
Safety equipment carried	☐	☐	☐
Documents carried, including carrier registration	☐	☐	☐
Spill kit present and complete	☐	☐	☐
	☐	☐	☐

DEFECTS FOUND	
<i>Describe each defect in your own words. Report it before the vehicle is used.</i>	

ASSESSMENT	
<i>Completed by the person the defect was reported to, not the driver.</i>	
Safe to use	TICK ☐
Vehicle off road — do not use until repaired	☐

RECTIFICATION	
Work carried out	
By whom	
Date completed	
Vehicle returned to service by (authorised person)	

SIGN-OFF	
NIL DEFECTS — DRIVER SIGNATURE	DATE
DEFECTS REPORTED TO	TIME REPORTED