



Seventh-day
Adventist Church™



Vehicle Inspection Checklist



2020

Vehicle Check List
Inspected By:

Date:

Vehicle Fleet Number			Vehicle Registration	
Vehicle Type			Vehicle Make / Model	
Element	✓ Yes	✓ No	✓ N/A	Comment
WOF				
Driver license Current & clean				
Registration				
Road User Charges				
First Aid Kit				
Fire Extinguisher				
Passenger Compartment free of loose equipment / tools / fuels				
Seat belts operating and in good order				
Doors opening freely and catching mechanisms operating correctly				
Emergency exits marked				
Log Book present and up to date				
Emergency Procedures displayed (accident / emergency numbers)				
General vehicle condition (clean and tidy)				
No Smoking signs displayed				
Vehicle Serviced (service sticker)				
Tyres (wear, pressure)				
Spare wheel in good order and jacking equipment present				
Wipers and windscreen washers operating as intended				
Water (radiator, window washers)				
Battery Charging				
All vehicle instrumentation operating				

Oil (engine, brake / clutch)				
Mirrors clean and adjustable				
Windscreen (clean, no cracks)				
Lights (head, tail, indicators, brakes)				
Horn operating				
Brakes / hand brake operating correctly				