

Clockwise Briefings Daily walk round check

Please make sure you do all the checks on the other side of this page

Driver.....

Registration Number.....

Date.....

The maintenance systems in place, including defect reporting, should produce PCVs which comply with regulations and are 100 percent safe.

There is always the chance that something might be missed, and this could result in a defect being found on a roadside spot check.

1. This is damaging to the company, may also inconvenience our passengers and could put the driver at risk of prosecution.
2. The consequences for all including the driver are serious if a defect causes an accident.
3. Drivers should be aware that they risk prosecution if any vehicle they drive (NOT JUST A PCV) is unroadworthy. Legally the driver has a responsibility for the safety of the vehicle.
4. Drivers are therefore required to do a walk round check immediately before taking any PCV out on the road. Allow at least ten minutes.
5. Drivers should ensure that all vehicle equipment is in place, that it works, is secure and that its condition does not present a danger to passengers or the public.

TICK THE RELEVANT BOX ONCE THE CHECK IS COMPLETE

The company expects drivers to do these checks and disciplinary action will result if they are neglected or done ineffectively. More importantly, drivers should not forget that they risk prosecution points on their licence and possible disqualification if they fail to correctly check vehicles they drive and follow defect reporting rules.

VEHICLE RE-CHECKS AWAY FROM BASE

Please enter dates vehicle checked and fault items as per list overleaf

EXECUTIVE FACILITIES CHECKLIST

TOILET CHARGED	
DRINKING WATER TANK FILLED	
MICROPHONES WORKING	
VIDEO PLAYER WORKING	
RADIO/TAPE DECK WORKING	
VENTILATION & AIR-CONDITIONING FUNCTION	
CLEANLINESS INTERNAL & EXTERNAL	

This document when completed and signed must be carried on the vehicle as evidence that you carried out a walk round check before leaving the depot:
Please return it to the traffic office when the job is complete.

When away from the depot write the date of recheck in the space provided above noting fault references

Drivers Sign:	Print Name:
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