



## DAILY VEHICLE CHECKLIST

Name ..... Vehicle Licence Plate Number ..... Date of hire.....

### What should I do before vehicle operation?

- Initially read, understand and follow the manufacturer’s operating manual. This will provide a wide range of information relative to the vehicle.
- Know how to operate the vehicle and use and related equipment or attachments safely
- Be familiar with the location and function of all controls
- Develop a routine method of inspecting the vehicle (as below check list)
- Before moving off, adjust the seat and mirrors and fasten seat belt/s to suit the driver

simply tick (✓) if correct or leave blank ( ) if there is a problem in the inspection table below.

What should I check before operating the vehicle?	Day													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Visually inspect the suspension for leaks, debris and any broken components														
Visual inspect under the vehicle for leaks, debris and any broken components														
Visual inspect the engine bay (under bonnet) for leaks, debris and any broken components														
All wheel lock nuts are tight														
Windscreen has no cracks or chips														
Tyre pressures are correct														
Oil level is between Min. and Max. marks														
Brake fluid level is between Min. and Max. marks														
Water level is between the Min. and Max. marks														
Windscreen fluid is between Min. and Max. marks														
Seat belts – check for operation (all)														
Parking brake – hold against slight acceleration														
Foot brake – holds, stops vehicle smoothly														
Mirrors clean and adjusted														
Doors and door locks operate correctly														
Steering – moves smoothly														
headlights, tail, licence plate, brake, indicator turn signals, hazard, reverse lights all work correctly														
All inside lights and gauges are operational														
Horn is operational														
Check spare tyre is usable and inflated														
First aid kit has all items														

**Note:** Your safety is important to us. If you have any problems, there are broken components, not working items, missing parts or damage, please contact Adventure For Hire immediately.