**Grey Fleet Management**

**Checking Your Vehicle – Toolbox Talk**

You may be using your own vehicle for a work journey but because you’re at work we need to view your vehicle as a piece of work equipment. You’re using your vehicle to the benefit of your employer so we need to ensure that it’s roadworthy for the journey you’re making.

That doesn’t mean that as your employer, we take the responsibility for servicing your vehicle. We do however, have a responsibility to check that you are maintaining your vehicle in a roadworthy condition.

So each time you use your vehicle to make a work journey, please complete a check on the condition of your vehicle. We have a form for you to use to record the check and we’d ask you to send the forms to you line manager as you complete them.

This toolbox talk has been written to give you a reminder of what to look for when you’re carrying out your vehicle.

Please ensure that your check includes:

* Check the level of windscreen wiper fluid and if there is an easy to review reservoir, check the level of coolant.
* Tyre condition – check that the tread bars are not worn down, they are the occasional bars across the grooves in your tyre tread. Once the tread wears down to the bar the tyre needs to be replaced.
* Tyre condition – check that the tyres have enough air pressure. Your vehicle manual will give you the recommended tyre pressures.
* Tyre condition – look for bulges and cuts in the wall of the tyre, they make the tyre more likely to have a blowout.
* Check that your lights are clean and working.
* Check that your mirrors are clean and free of cracks.
* Check the bodywork for damage that could injure someone walking passed the vehicle.
* Check that the windscreen in free from cracks and chips that are larger than 10mm if they are in your line of vision.
* Check the condition of your windscreen wiper blades.
* Check that your number plate is clean and can be read easily.
* Check that your seat belt can be clicked into the buckle properly.

Ask your line manager for more guidance if you’re not used to checking your vehicle.

Be sure to record the check and issue the form to you line manager.

**For discussion**

1. Have you provided the necessary documentation in respect of MOT, tax and servicing of your vehicle to your line manager?
2. Are you confident enough to follow this vehicle checklist? Do you require more training to complete these checks regularly?
3. Do you know how to locate the tread bars on your tyres?

|  |  |  |
| --- | --- | --- |
| Meeting Conducted By | Date | Comments |
|  |  |  |

**Attendees**

|  |  |
| --- | --- |
| **Name** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |