**Grey Fleet Vehicle Condition Check**

All drivers who use their won vehicle for driving at work purposes are responsible for a weekly/regular/monthly vehicle check that should include:

* Oil
* Coolant water reservoir
* Brake fluid levels
* Windscreen washer reservoir
* Tyre pressure and wear
* Indicators and lights

Drivers should always refer to their vehicle manufacturer’s handbook when carrying out checks. Prior to any longer journey or in bad weather additional checks are advisory. Never drive your vehicle when a warning light is displayed and seek advice from a reputable vehicle service centre.

The following checks should be completed both inside and outside of your vehicle. Walk Around Checks – assess the condition and security of your vehicle

|  |  |  |
| --- | --- | --- |
| Driver Name | Vehicle Reg | Date |
| Location | Vehicle make and model |  |
| **External Vehicle Checks** | **Comments & Actions** | |
| Fluid levels - Engine Oil, Water, Fuel, Washer Levels |  | |
| Tyre condition, wear and pressure, legal tread (3mm or less then replace, 1.6mm or less is illegal) |  | |
| Lights: head lights, brake, hazard, indicators – brightness and condition |  | |
| Vehicle mirror condition |  | |
| Vehicle bodywork in good condition |  | |
| Windscreen and windows in good condition |  | |
| Windscreen wipers in good condition |  | |
| Number plate condition |  | |
| Seat belt operation |  | |

I confirm that the comments and checks in this Vehicle Checklist are complete and accurate

Driver signature:

Date:

**Explanatory Notice**

The following notes are included to assist you in completing an effective check of your vehicle:

|  |  |
| --- | --- |
| Fluid levels | Check your coolant level and your windscreen washer level. |
| Tyre condition | Check that the tyres are not worn down to the tread bars. The legal minimum trad depth is 1.6 millimetres across ¾ of the tyre tread for the whole circumference of the tread.  Check that the tyre walls are free from bulges and cuts as these can cause blow outs.  The tyres should be inflated to the vehicle manufacturers recommended pressures. Over inflation can impact vehicle handling and under inflation can result in a blowout due to flexing of the tyre causing a heat build up. |
| Lights | All lights should be working effectively with bulb housings being undamaged and free from chips and in a clean condition. |
| Mirrors | Mirrors must be securely in place and without damage and cracks as well as maintained in a clean condition. |
| Bodywork | Ensure that there is no damage to the bodywork that could injure a pedestrian walking passed the vehicle. |
| Windscreen | The windscreen should be free from chips and cracks. Any damage to the windscreen in the drivers’ line of vision should be less that 10mm in size. In any other area of the windscreen covered the windscreen the damage should be less than 400mm in size. |
| Windscreen wipers | Windscreen wipers must only be undamaged, but the blade needs to be capable of effectively clearing water off the windscreen. Windscreen wipers harden with age and cold weather so they should be replaced on a regular basis. |
| Number plate | Check that the number plate is secure, showing the entire registration is free from delamination and clean enough to read easily. |
| Seat belt | Check that the seatbelts are working appropriately and tension when pulled sharply as well as the latch plate clicking securely into the seat belt buckle. |