

1. Daily Checks

P etrol	Sufficient for the journey
O il	Levels checked and replenished if necessary
W ater	Radiator and Washer bottle levels checked and replenished if necessary
D amage	Visual inspection for damaged lamps etc. (especially if its not your own vehicle)
E lectric	Lights and horn working correctly, wipers functioning and good condition
R ubber	Tyres checked for: Correct Pressure Sufficient tread depth (1.6 mm across centre 75% of tread around the entire circumference of tyre Even wear Cuts, lumps or other damage

2. Cockpit Checks (Tailored to your own vehicle)

a) Vehicle Briefing - General Description (½ Minute)

Vehicle	Make and Type
Engine	Size and type.
Gearbox	Manual or automatic, Number of gears
Drive	Front Wheel/Rear Wheel/4 Wheel.
Steering	Power (Hydraulic/Electric)
ABS	Fitted? Switchable or fixed
Other Aids	Traction Control/Stability/Lane Control

Handbrake	Always check it is on as soon as you have entered the vehicle - you might not have been the last person to drive it and your movement could be all that is needed to set it rolling.
Doors	Closed - ask passengers to check. and use external mirrors to check the doors are flush with the body.
Controls	Seat, mirrors and belt Check hands can move around wheel without arms fouling anything, clutch fully depressed without leg being fully straight (check in neutral at this point), seat adjusted if necessary. Brake pedal pressure felt and maintained Mirrors adjusted once seat is correct. Seat belt webbing not damaged, inertia lock works, buckle and release mechanisms function properly.
Passenger Electrics	Tell your passenger how to adjust his seat, windows, heating controls etc. Lights, wipers heating, demisting, radio etc. switched off to reduce loading on battery
Clutch	Fully depressed to reduce turning resistance by gearbox
Warnings	Ignition switch on - check all lights that should come on Do come on
Start	Check all clear outside and behind, start engine.
Instruments	Check oil and charging lights/gauges go out. check all other lights that should go out DO go out!
Accelerator	Gently depress accelerator to confirm engine is responding to the throttle

Pre-Drive Checks

Brakes	Press the brake to confirm servo assistance is available.
Electricals	Switch on all required lights, heating etc., (do you know where your erc. switch is?)
Belts	Ensure all seat belts are on and secure

3. External Checks

Cars	Proximity and likely approach/movement of other vehicles
Obstruction	Any obstructions likely to affect your move of e.g. potholes, post. drains. kerbs, debris (glass, rubble etc) soft ground.
Pedestrians	Be aware of other people, children, animals and what they are doing and might be doing after you've got into the car.
Signs	Any traffic signs that might affect your move off (e.g. one-way, give way, speed limits)