

1. Daily Checks

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| 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)

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| 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 |

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| 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 positioned correctly for Pedals and Steering followed by Mirrors set up Seat belt webbing not damaged, inertia lock works, buckle and release mechanisms function properly. (Highlighted above commonly referred to as :- D.S.S.M - Doors, Seat, Steering, Seatbelt and Mirrors 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 |
| 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 | Manuals only: 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 with foot on brake pedal |
| Brakes | There should be movement in the brake pedal indicating that servo assistance is working. |

Pre-Drive Checks

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| 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 (<u>Manual gearbox only</u>) |
| Electricals | If wet weather and wipers required ensure lights are switched on to dipped beam |
| Belts | Ensure all seat belts are on and secure |

3. External Checks

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| 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) |