

### Pre-use vehicle checklist

**Departments** that own vehicles are responsible for conducting and recording routine vehicle checks – the frequency should be dependent on the amount of use and number of users.

**Drivers** are responsible for conducting a pre-use check before using their own, a College or hired vehicle, and for reporting any faults found during the check or during usage.

**The following checks should be conducted:**

- The fluid reserves are between minimum and maximum levels:
  - Brake fluid
  - Power steering fluid
  - Engine oil
  - Engine coolant
  - Windscreen washer fluid
- Tyre tread is legal on all tyres (including the spare)
- Tyres are inflated to the correct pressures
- Windscreen is not chipped or cracked
- Ratchet straps, warning triangle and reflective jackets are present
- Fire extinguisher, first aid kit, spare bulbs and spare fuses are present and unused
- Seat belts appear undamaged
- Wheel brace and jack are present
- All external and internal mirrors are present, unbroken (and correctly set for the driver)
- Dashboard warning lights are not indicating a problem
- Windscreen wipers operate
- Fuel tank is full
- The following **lights** are working
  - Headlights, dipped and full beam
  - Side lights
  - Fog lights
  - Brake lights
  - Reverse lights
  - Hazards/indicators
  - Number plate lights
- Is a trailer to be fitted? If so:
  - Check that trailer board lights function
  - Ensure load is securely fastened
  - Ensure load does not exceed [vehicle weight limits](#)
  - Number plate matches the towing vehicle
- Documentation:
  - Breakdown contact details.
  - What to do in the event of an accident
  - College insurance contact details.