



Daily Vehicle Inspection Sheets

Notes for all Licensed Drivers

1. One sheet is to be completed before the start of each shift – by completing the document you are confirming you are fit to drive on this date and you have carried out the checks listed below. If more than one driver operates the vehicle within the same day they will need to ensure that they have each completed their own Pre-Inspection Check.
2. This sheet must be kept in the licensed vehicle in strict date order and be made available upon request to any Authorised Officer/Police Officer or Vehicle Examiner (including DVSA) upon request.
3. This document must be kept in the vehicle for a minimum of 30 days and thereafter for a further six months by the proprietor, unless you carry out school contract work (in which case see no.5).
4. If you do not work a full 7 days, you are instructed to write 'NWD' (Non – Working Day) into the boxes of the days you did not work.
5. **School Contracts:** Should you carry out school contract work you may complete this form as part of your daily inspection as required under the contracts, however you must keep records for a minimum of 30 days and thereafter must keep records of your checks for 15 months.

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Week Commencing:											
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Checklist			Serviceable? YES or NO						Defect Description		Action Taken
Fuel/Oil/Water Leaks											
Battery/Security/Condition											
Tyres* and Wheel Fixings											
Load Security/Wheelchair fixings (If applicable)											
Body and Wing Security											
Steering											
Brakes											
Lights/ Indicators/Gauges etc (Interior and exterior)											
Reflectors/Markers											
Number Plates/Lights											
Mirrors/Glass											
Wipers/Washers											
Horn											
Excessive Engine/Exhaust Smoke											
If Hackney - Door Signs on display on front doors											
Internal Vehicle Badge											
Rear Plate displayed on the outside rear											
Seatbelts											
Internal/External Cleanliness of Vehicle											
Speedo											
Vehicle Damage Identified											
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**You have now reached your last week of vehicle inspection sheets in this booklet.
Please visit Craven District Council offices to collect a blank booklet to complete or
print one from our website at www.cravendc.gov.uk/licensing/taxi-and-hackney-carriages/ .**

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