



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 on the same day they will need to ensure that they have each completed their own Daily Vehicle Inspection Sheet before starting the shift.
2. This sheet must be kept inside 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 every day, you are instructed to write 'NWD' (Non – Working Day) into the boxes of the days when you did not work.
5. **School Contracts:** If 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.

Driver's Name (PRINT): _____

Badge No: _____

Vehicle No: _____

Registration No: _____

Mileage: _____
(At start of week)

Week commencing:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Item to check:	Serviceable? YES or NO							Defect Description	Action Taken
Fuel/Oil/Water - level and/or leaks									
Battery security/condition									
Tyres* & wheel fixings									
Bodywork in good condition									
Steering as expected									
Brakes working									
Lights/indicators/gauges etc (interior & exterior)									
Reflectors/markers									
Number plates/lights in good cond.									
Mirrors/glass in good condition									
Wipers/washers full & working									
Horn working									
Engine/exhaust smoke emissions									
Badges: Internal vehicle badge displayed									
Badges: Driver ID worn & interior driver badge on display									
HCV/PHV plate displayed on rear outside of vehicle									
Seatbelts - working & condition									
Cleanliness of vehicle - inside & out									
Speedometer working									
CCTV switched on, working & recording (ALL vehicles)									
Load security/Wheelchair fixings (if applicable)									
HCV only: Door signs on front doors									
HCV only: New Fare Tariff card on display									
Additonal Comments:									

If multiple drivers operate the same vehicle they are required to complete their own pre-shift inspection on their own checklist.

* Tyre tread cannot be less than 2mm deep*

N.B. Any damage to the vehicle must be reported to licensing@cravenc.gov.uk by Accident Report Form within 72hrs

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Badges: Internal vehicle badge displayed									
Badges: Driver ID worn & interior driver badge on display									
HCV/PHV plate displayed on rear outside of vehicle									
Seatbelts - working & condition									
Cleanliness of vehicle - inside & out									
Speedometer working									
CCTV switched on, working & recording (ALL vehicles)									
Load security/Wheelchair fixings (if applicable)									
HCV only: Door signs on front doors									
HCV only: New Fare Tariff card on display									
Additonal Comments:									

If multiple drivers operate the same vehicle they are required to complete their own pre-shift inspection on their own checklist.

* Tyre tread cannot be less than 2mm deep*

N.B. Any damage to the vehicle must be reported to licensing@cravenc.gov.uk by Accident Report Form within 72hrs

Driver's Name (PRINT): _____

Badge No: _____

Vehicle No: _____

Registration No: _____

Mileage: _____
(At start of week)

Week commencing:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Item to check:	Serviceable? YES or NO							Defect Description	Action Taken
Fuel/Oil/Water - level and/or leaks									
Battery security/condition									
Tyres* & wheel fixings									
Bodywork in good condition									
Steering as expected									
Brakes working									
Lights/indicators/gauges etc (interior & exterior)									
Reflectors/markers									
Number plates/lights in good cond.									
Mirrors/glass in good condition									
Wipers/washers full & working									
Horn working									
Engine/exhaust smoke emissions									
Badges: Internal vehicle badge displayed									
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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.cravenc.gov.uk/licensing/taxi-and-hackney-carriages/ .**

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