TAGPOINT.

Vehicle walkaround check

The driver's check before the first journey of the day, for vans and lorries. One sheet per vehicle per week.

SITE OR DEPOT

REGISTRATION

DRIVER

WEEK COMMENCING

ODOMETER AT THE START OF THE WEEK

HOW TO USE THIS SHEET

1. Walk round the vehicle before its first journey each day and mark every line in that day's column.
2. Write every defect in the box below and tell your supervisor before you drive. Do not drive a vehicle that is not safe.
3. No defects? Initial the day anyway: that is your nil-defect report.

KEY

✓ OK ✗ Defect: write it in the box below

– Not fitted or not needed

Check before the first journey		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Outside	**Lights** head, side, tail, brake, fog and reversing lights work; lenses intact							
	Indicators indicators and hazard lights work							
	Tyres and wheel fixings tread, cuts, bulges and pressure; no loose or missing wheel nuts							
	Mirrors all fitted, secure, clean and not cracked							
	Windscreen clean, no cracks or chips in the driver's view							
	Wipers and washers wipers clear the screen, washers spray							
	Bodywork no loose panels or sharp edges; steps and handles secure							
	Mudguards mudguards and spray flaps fitted and secure							
	Number plates and markers clean, readable and secure; reflectors and side markers							
	Load security and doors load secured and not overloaded; doors, shutters and curtains closed and locked							
Inside the cab	**Brakes** footbrake and parking brake work; no air leaks on air brakes							
	Steering no excessive play; power steering works							
	Horn works from the driver's seat							
	Dashboard warning lights none showing once the engine is running							
	Seat belts every belt fastens, locks and is not damaged							
Fluids and leaks	**Engine oil** level between the marks							
	Coolant level correct							
	Washer fluid topped up							
	AdBlue level and cap fitted, on vehicles that use it							
	Fuel enough for the day, cap secure, no leaks under the vehicle							
Documents	**Tax and MOT** vehicle taxed; MOT or annual test in date							
	O-licence disc shown in the windscreen, on vehicles that need one							
	Odometer							
	Driver's initials							

Defects Write each defect, who you told and what was done.

Date	Defect found	Reported to	Action taken	Safe to use?	Signed off by
				Yes No	
				Yes No	
				Yes No	
				Yes No	

Relates to: DVSA's Guide to maintaining roadworthiness (daily walkaround checks and written defect reports). Good practice for vans too.
Free to copy and adapt. Not legal advice.

Try this check on your phone

Scan the code and do it on Van 07 at our live demo site. No app, no sign-in.

Then run it on your own, free for 30 days:
tagpoint.co.uk/vehicle-checks/