



**At the commencement of your shift you should always carry out a check of your vehicle as per the checklist before leaving the yard.** Any defects identified should be reported to the office using a defect report. (All defects should be reported in writing using the defect forms supplied.) The office will assess the type of defect as to whether it should be rectified before you leave the yard, or rectified on your return.

Only when satisfied that your vehicle in your opinion is in a safe roadworthy condition should you commence your journey after ticking the 'nil defect' box and signing your daily vehicle check sheet.

Once your journey has commenced during your shift you must monitor the vehicle for any defects that could arise. Should any defects occur no matter how small or large these must be reported and a defect report completed on your return to the depot. It is your responsibility to inform the office when you are running low on defect sheets

NOTE: Your vehicle must not leave the yard with any defect that could be considered safety related or which could possibly attract a prohibition notice or a fixed penalty if checked by VOSA or other enforcement agencies.

CP Transport Solutions LTD will carry out random checks to ensure drivers always carry out routine vehicle checks, such as checking defect reports, checking tachograph records and observe drivers carrying out checks, failing to meet the standards set we will offer further training and or disciplinary action will be taken

## BRAKES

**Check that the:**

- Foot or service brake works correctly and doesn't have any excessive travel.
- Hand or parking brake works correctly and doesn't have any excessive travel.

## HORN AND STEERING

**Check that the:**

- Horn control is easily accessible from driver's seat.
- Horn works when its control operated
- Steering has no excessive play.

## LIGHTS

**Check that:**

- All lights and indicators work correctly.
- All lenses are present, clean and are the right colour.
- Stop lamps come on when the service brake is applied and go out when released.
- Marker lights are present and work.
- All dashboard warning lamps work correctly.

## MIRRORS AND GLASS

**Check that:**

- All mirrors that should be there are properly aligned and secure.
- Your view of the road in all directions isn't obscured by damaged or discolored glass, or obstructions, e.g. stickers.

## SEATS AND SEAT BELTS

**Check that:**

- Seats are secure.
- Seat belts operate correctly and are free from cuts and damage.

## WASHERS AND WIPERS

**Check that:**

- Wipers move continually when switched on.
- Wiper blades aren't so deteriorated that they don't have clear the windscreen effectively when used with washers.
- Washers point at the windscreen are operational
- Washer fluid is topped up.

## BATTERY

**Check that the:**

- Battery is held securely in place by the correct means and not cables.
- Battery is not leaking.

Continued overleaf >



## FLUIDS, FUEL AND OIL

### Check that:

- The brake fluid, engine coolant, engine oil, power steering fluid, wind screen washer fluid and water levels are correct.
- The fuel filler cap is securely fitted.
- There is no brake fluid, power steering fluid and water leaks by looking for puddles on the ground – if leaks are detected, trace the cause.
- With the engine on, check underneath the van for any fuel and oil leaks – look for puddles on the ground.

## BODYWORK AND DOORS

### Check that:

- All doors shut properly and are secure when closed.
- There isn't any damage or sharp edges.
- No body panels are loose or in danger of falling off.

## EXHAUST

### Check that:

- No excessive amounts of smoke.

## TYRES AND WHEELS

**Check all of you tyres and wheels.** (When checking move the vehicle forward a few feet to check the rest of the tyre).

### There must be:

- A minimum tread depth of 1.6mm.
- Sufficient inflation of each tyre.
- No deep cuts in the sidewall.
- No cord visible anywhere on the tyre.
- No missing or insecure wheel-nuts.

**NOTE:** You can get 3 penalty points on your license for each tyre that isn't safe and legal.

## LOAD

### Check that:

- Any load is adequately secured.
- Doors are secure.

## CURTAINS

### Check that:

- No rips or damage to the curtains.
- All securing buckles in good working order.
- Locking mechanism works correctly with no excessive movement.

Failing to adhere to these rules will lead to disciplinary action or termination of contract.

This policy will be kept under review to ensure that it continues to meet its aims.

**This policy applies to all employees of CP Transport Solutions LTD.**

Signed

**Daniel Peach – Company Director**

Date: 06.09.17