



Briefing 13/43 October 2013

Guidance on vehicle checks

To: all contacts

Key issues

VOSA good practice guidance

Prompt to re-visit vehicle check and health and safety policies and procedures

Practical infogram issue for drivers and those responsible for maintaining vehicles

Context

The Vehicle and Operator Services Agency has produced an infogram to highlight the main points to be covered as part of a daily vehicle checking regime. The guide contains an instructional diagram of the daily routine checks which must be completed by LGV drivers or operators before they use their vehicles. They are carried out as part of an overall maintenance programme which helps maintain driver and operator road safety standards.

All public service providers will have this type of regime established but this guide serves as a useful prompt to review the elements within existing procedures. It is on an A4 sheet and is appropriate for laminating and keeping with the van as a reminder for drivers.

Health and Safety for drivers and passengers remains a key topic for all those delivering public services and it is good practice to review procedures on a regular basis, to re-visit training for those with responsibility for vehicles as well as considering issues such as procedures for drink and drug driving, lone working, reversing procedures and reporting of accidents.

These checks also help to highlight problems with vehicles making sure they are addressed prior to becoming a major issue. They also help to prolong the life of the vehicles and retain their value for resale so have an impact upon the financial viability of the fleet.

The link can be found [here](#)

Phil Brennan
Principal Advisor

Van walkaround checklist

You should always monitor the vehicle you are driving as part of your daily routine and report any suspected problems or defects.

LIGHTS

Check that:

- ▶ all lights and indicators work correctly
- ▶ all lenses are present, clean and are the correct 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 including:
 - ▷ ABS
 - ▷ airbags (SRS)
 - ▷ EPS
 - ▷ full beam headlamp warning lamp
 - ▷ parking brake warning lamp

HORN AND STEERING

Check that:

- ▶ horn control is easily accessible from driver's seat
- ▶ horn works when its control is operated
- ▶ steering has no excessive play

WASHERS AND WIPERS

Check that:

- ▶ wipers move continually when switched on
- ▶ wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
- ▶ washers point at the windscreen and are operational
- ▶ washer fluid is topped up

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 discoloured glass or obstructions such as stickers

SEATS AND SEATBELTS

Check that:

- ▶ seats are secure
- ▶ seatbelts operate correctly and are free from cuts and damage

BRAKES

Check that:

- ▶ foot / service brake works correctly and does not have any excessive travel
- ▶ hand / parking brake works correctly and does not have any excessive travel

BODYWORK AND DOORS

Check that:

- ▶ all doors shut properly and are secure when closed
- ▶ there are no sharp edges or damage
- ▶ no body panels are loose or in danger of falling off

LOAD

Check that:

- ▶ any load is adequately secured
- ▶ van doors have an effective locking device

TOW BARS AND TAIL LIFTS

Check that:

- ▶ tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
- ▶ tail lift is secure and free from damage, functions correctly and the electrics are working correctly

EXHAUST

Check that:

- ▶ exhaust doesn't emit excessive amounts of smoke

FLUIDS, FUEL AND OIL

Check that:

- ▶ brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
- ▶ fuel filler cap is securely fitted
- ▶ there are 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 looking for puddles on the ground

BATTERY

Check that:

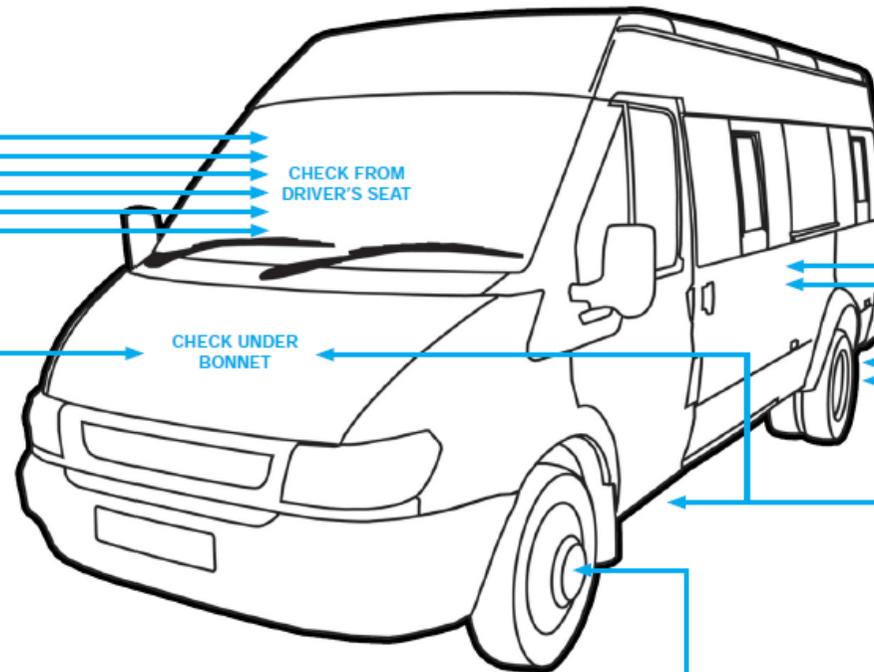
- ▶ battery is held securely in place by the correct means and not cables
- ▶ battery is not leaking

TYRES AND WHEELS

Check as much of your tyres and wheels as you can see. 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

Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your licence per tyre.



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