

# KATHERINE TOWN COUNCIL

## VEHICLE OPERATIONS POLICY AND PROCEDURE



TITLE: VEHICLE OPERATIONS POLICY AND PROCEDURE  
ADOPTED BY: COUNCIL  
RESPONSIBILITY: CHIEF EXECUTIVE OFFICER  
NEXT REVIEW DATE: 01/03/2019

Version	Decision Number	Adoption Date	History
1		28/02/2017	
2			
3			
4			

## 1. VEHICLE OPERATIONS POLICY

The Vehicle Operations Policy relates to Katherine Town Council (Council).

## 2. COMMENCEMENT OF POLICY

The Policy will commence from 01/03/2017; it replaces all other policies and procedures, if any, relating to Vehicle Operations (whether written or not).

## 3. SCOPE

This Policy applies to:

- All Council workers and any person who is engaged by, or performing work at the direction of Council, including contractors, sub-contractors, volunteers, work experience, consultants, agents and temporary staff.
- All of Council's vehicles, plant and machinery.
- Council workers' own vehicles when used on official Local Government business.

## 4. PURPOSE

This policy is designed to provide clear guidelines for workers with respect to operational use of Council vehicles and provides a framework for managing and minimising the risks associated with operating a vehicle.

One of the fundamental principles of this policy is to ensure that vehicles are allocated for work related purposes. Vehicles are the same as any other asset used for the effective provision of Council's goods and services. Their use is therefore subject to normal considerations of efficiency, effectiveness, responsibility and equity and to appropriate standards of accountability. This policy also facilitates the management of Council's vehicle fleet in terms of guidelines relating to vehicle use.

## 5. POLICY STATEMENT

Council is committed to the operation of all vehicles associated with Council business in a manner that reduces the risk of personal injury and property damage.

## 6. DEFINITIONS

**Worker:** Is broadly defined to include anyone who carries out work in any capacity for Council, including contractors, volunteers, and work experience persons.

**Vehicle:** Includes all vehicles, plant and machinery. It is inclusive of any mobile equipment that is subject to legislation referred to in this policy.

### **Designated Driver**

A designated driver shall be a worker who:

- Has been assigned the vehicle as part of their duties and/or conditions of employment;

- Holds an appropriate licence; and
- Is responsible for the care and management of the vehicle.

#### Authorised Drivers

The following persons holding an appropriate driving licence shall be authorised drivers of any Council vehicle:

- Any Councillor or worker other than the Designated Driver on Council business and acting with the prior knowledge of the CEO and/or supervisor;
- Any other person authorised in writing by the CEO; or
- Any other person provided a Designated Driver is physically present in the vehicle.

#### Home Garaging Only (Includes On Call and Call Out Use)

Home garaging is the permitted use by a designated worker to operate a Katherine Town Council vehicle between the usual place of work and the place of residence of that member of staff. The Australian Taxation Office definition of home garaging only is:

- Travel between home and work only,
- Travel that is incidental to travel in the course of duties of employment, and
- Non-work related use that is minor, infrequent and irregular

The vehicle is not available to the worker during periods of leave.

#### Limited Private Use with Home Garaging

The vehicle is available for a designated worker's private use when the vehicle is not required at work. The vehicle is not available to the worker during periods of leave. The vehicle is not to travel out of the municipality of Katherine except for work related purposes. Vehicles allocated for limited private use are fully maintained by Council. These vehicles form part of the general vehicle fleet as required from time to time. The worker is to surrender any claims for payment of overtime in exchange for limited private use of the vehicle. There is no worker contribution required.

#### Private Use

The vehicle is available for the private use of a designated worker at all times, including periods of leave except extended periods of leave longer than four (4) weeks. The vehicle is not to travel out of the Northern Territory. Vehicles allocated for private use are fully maintained by Council. These vehicles form part of the general vehicle fleet as required from time to time. The cost of fuel purchased during periods of leave is to be borne by the worker.

## 7. PROCEDURE

### 7.1 General Conditions of Operations

#### 7.1.1 Compliance with relevant acts, regulations and Council policies

The vehicle shall be operated in a reasonable manner in accordance with all relevant acts, regulations and Council policies. All workers are financially responsible for any fines or infringements received during the operating of a vehicle during business hours and/or private use.

#### 7.1.2 Smoking in Vehicles

Workers are not permitted to smoke within a Council vehicle at any time and it is the responsibility of the designated driver to ensure that no other occupant smokes whilst in the vehicle.

#### 7.1.3 Drugs and Alcohol

No worker is permitted to drive or control council machinery during or after normal working hours whilst under the influence of drugs or alcohol. This procedure operates in conjunction with the Drug and Alcohol Policy of the Council.

#### 7.1.4 Mobile Devices

No worker is allowed to operate any mobile devices, including a mobile phone whilst travelling in the Council vehicle. When required to answer a mobile phone call workers must be parked and at a standstill unless Bluetooth and mobile phone voice activation available. (See Attachment A).

#### 7.1.5 Vehicle Maintenance

Katherine Town Council shall be financially responsible for the maintenance of the vehicle but it is the responsibility of the worker to ensure that the vehicle has a sufficient amount of oil and water in between scheduled servicing and that tyre pressure is as per the manufacturer's recommendations. Workers have a duty of care to ensure that vehicles they are driving are safe and do not present a hazard to themselves or others, this includes basic maintenance within their level of competence to prevent any foreseeable harm.

#### 7.1.6 Running Costs

Katherine Town Council will pay all running costs including fuel for business travel.

#### 7.1.7 First Aid Kits

Where the vehicle has been fitted with a first aid kit, it is the responsibility of the worker to inform the relevant Department Manager if the kit is not adequately stocked. The Department Manager is responsible for ensuring that kits are adequately stocked at all times or replacement stock is ordered when used.

#### 7.1.8 Motor Vehicle Condition Reports

A Motor Vehicle Condition Audit (Attachment B) shall be completed on a Monthly basis and the Motor Vehicle Condition Report completed and sent to the Operations Manager no later than the 5th of every month.

#### 7.1.9 Cleaning of Vehicles

When a vehicle is allocated to an worker for their sole use, it is the responsibility of that worker to maintain the vehicle in a clean and tidy manner. If the vehicle is a shared resource then the council will arrange for its cleaning. Every user of council vehicles or plant should remove any rubbish they generate during their use of it from the vehicle at the end of the day.

## 7.2 Standard of Vehicles

It shall be by agreement between the Chief Executive Officer and the Operations (Fleet) Manager, what vehicle is suitable for the worker's occupational use having regard to:

- What type of vehicle is more suitable to the work being performed during business hours by the worker;
- The operational costs associated with purchasing and maintaining the vehicle;
- The location of where the vehicle will be driven impacted by road and driving conditions or any other health or safety needs of the worker; and
- Individual physical requirements or needs of the worker/s.

### 7.3 Vehicle Log books

It is the responsibility of all workers to record the odometer readings prior to commencement of travel and at the end of the journey within the vehicle log books provided. Vehicles that are allocated for full private use do not require a vehicle log book.

### 7.4 Designated Drivers

Designated Drivers shall comply with the following conditions with respect to the vehicle in their care:

- Arrange with the Operations (Fleet) Manager any scheduled servicing when necessary in accordance with the warrant requirements;
- Clean and vacuum the vehicle as often as required;
- Drive it responsibly and legally, observing all rules and regulations;
- Secure it when parked in public places;
- Examine the vehicle prior to use for damage, operation of lights and signalling lights;
- Report all accidents immediately; and
- Avoid damage caused by unsealed roads.

### 7.5 Driving and long distance travel

#### 7.5.1 General safety requirements

Prior to each journey, the driver must ensure that:

• A vehicle pre-start and safety check is conducted (Attachment C);	✓
• All loose articles (which may become dangerous if the vehicle is stopped suddenly) are securely restrained;	✓
• Any faults or damage to the vehicle are reported as soon as possible;	✓
• The vehicle is safely parked when using a mobile/satellite phone, unless a hands free system is fitted;	✓
• They have notified a reliable person of their travel plans including the make of vehicle, estimated time of arrival, colour of the vehicle, proposed route of travel and destination;	✓
• They remain with the vehicle in the event of a	✓

breakdown, becoming bogged or other such situation that prevents them from reaching their destination;	
• In the event where a tyre is damaged and needs to be changed they should contact Roadside Assistance unless they are trained and competent in tyre changing ; and	✓
Drivers are expected to provide assistance to other motorists in the event of an emergency;	✓

### 7.5.2 Driver Fatigue

Drivers and passengers must be aware of, and able to identify, the symptoms associated with fatigue and respond by stopping to rest or change drivers. Long distance travel is not to commence between 3.00pm and 6.30am.

Where possible, work should be planned to avoid:

• Driving into the sunset or sunrise;	x
• Driving excessive distances or for extended periods; and	x
• Driving at night.	x

### 7.5.3 Speed limits

The Council has adopted guidelines in respect of speed limits for machinery, trucks and light vehicles.

All drivers must be aware that roads throughout the territory are subject to storm damage, which may create dangerous wash outs, scours and rough road surfaces. During the wet season creeks, rivers and flood ways can become extremely hazardous, as water levels can rise very rapidly. Further, some roads are inclined to break-up during dry spells producing bull-dust holes, severe corrugations or areas of loose sand.

Maximum traveling speeds must therefore match road conditions at the time. Drivers must be conscious of the conditions and adjust their speed accordingly. Some of the conditions that may require you to drive at less than the speed limit guidelines include:

- Poor visibility due to smoke, rain, location of the sun and curves in the road
- Condition of the road surface
- Weather conditions such as rain
- Vehicle fully loaded or towing

Please note this list is not all inclusive and drivers are expected to not drive at speeds which are unsafe.

The following guideline maximum speeds are considered appropriate **when conditions are good:**

- On all unsealed roads of dual width . a maximum speed of 90 km/hour or in accordance with the applicable speed limit signage;
- On all unsealed roads of single lane width . maximum speed of 60 km/hour or in accordance with the applicable speed limit signage;

- On bitumen surfaced roads - in accordance with the applicable legal speed limit;
- When travelling on unsealed roads the speed of vehicles should be further reduced when passing oncoming traffic;
- Vehicle headlights must be on at all times whilst travelling on unsealed roads; and
- When moving in the Local Government Depot a maximum of 8 kph must be observed. Exceeding this limit within the Local Government Depot may be considered a dismissible offence.

## **7.6 Home Garaging**

Home garaging, limited private use with home garaging, on call, call outs or private use may only occur, where such an arrangement is approved, by the Chief Executive Officer. An worker must first receive written approval from the Chief Executive Officer prior to home garaging, limited private use with home garaging and private use of a Council vehicle. A copy of this approval is to be placed on the staff members personnel file. Any such approval shall be at the sole discretion of the Chief Executive Officer. All home garaging, limited private use with home garaging, on call, call outs or private use arrangements are subject to the provisions outlined in the procedures below.

### **7.6.1 Provision of Vehicle for Home Garaging Only (Includes On Call and Call Out Use)**

- a) A vehicle provided for home garaging may be used for travel to and from work only and may only be driven, at this time, by the staff member to which the vehicle has been allocated. Non personnel are not to drive the vehicle without prior approval.
- b) When On Call/Call Out, at no stage, can the Council vehicle be used for any other purpose than the reason for the On Call and/or Call Out.
- c) The vehicle is to be used only for transport to and from the officer's normal place of residence.
- d) The vehicle that is stored at the staff member's residence is to be secured under cover and behind a private fence line. The vehicle is not to be parked on the street.
- e) The vehicle is not to be used for personal reasons after work hours.

### **7.6.2 Fringe Benefits Tax (FBT) . Home Garaging Only (Includes On Call and Call Out Use)**

The staff member should note that the provision of home garaging might result in an FBT liability being incurred for Katherine Town Council and a reportable fringe benefit being incurred for the staff member. Staff should seek independent financial advice regarding any financial impact that this benefit may have in relation to their personal circumstances.

### **7.6.3 Logbooks . Home Garaging Only (Includes On Call and Call Out Use)**

A log book entry must be made for all trips, both work related and commuting.

### **7.6.4 Motor Vehicle Insurance . Home Garaging Only (Includes On Call and Call Out Use)**



Vehicle insurance provided by Katherine Town Council extends to official use and travel to and from work only. Members of staff who fail to observe Council's policies, permitted uses, and reasonable care and control will be deemed to be "self-insurers of the Council vehicle in their care" and may be required to bear the cost of any damages which might arise.

## **7.7 Limited Private Use with Home Garaging**

### **7.7.1 Provision of Vehicle for Limited Private Use with Home Garaging**

- (a) A vehicle provided for limited private use with home garaging may only be used for travel to and from work and private use within the Municipality. Non personnel are not to drive the vehicle without prior approval.
- (b) The vehicle that is stored at the staff member's residence is to be secured under cover and behind a private fence line. The vehicle is not to be parked on the street.

### **7.7.2 Fringe Benefits Tax (FBT) . Limited Private Use with Home Garaging**

The staff member should note that the provision of home garaging might result in an FBT liability being incurred for Katherine Town Council and a reportable fringe benefit being incurred for the staff member. Staff should seek independent financial advice regarding any financial impact that this benefit may have in relation to their personal circumstances.

### **7.7.3 Logbooks . Limited Private Use with Home Garaging**

A log book entry must be made for all trips, both work related and commuting.

### **7.7.4 Motor Vehicle Insurance . Limited Private Use with Home Garaging**

Vehicle insurance provided by Katherine Town Council extends to official use; travel to and from work and limited private use within the Municipality. Members of staff who fail to observe Council's policies, permitted uses, and reasonable care and control will be deemed to be "self-insurers of the Council vehicle in their care" and may be required to bear the cost of any damages which might arise.

## **7.8 Procedure for Private Use**

### **7.8.1 Provision of Vehicle for Private Use**

- (a) A vehicle provided for private use may be used for travel to and from work and private use within the Northern Territory. Non personnel are not to drive the vehicle without prior approval.
- (b) The vehicle that is stored at the staff member's residence is to be secured under cover and behind a private fence line. The vehicle is not to be parked on the street.

### **7.8.2 Fringe Benefits Tax (FBT) . Private Use**

- (a) Staff should seek independent financial advice regarding any financial impact that this benefit may have in relation to their personal circumstances.

### 7.8.3 Motor Vehicle Insurance . Private Use

Vehicle insurance provided by Katherine Town Council extends to official use; travel to and from work and private use within the Northern Territory only. Members of staff who fail to observe Council's policies, permitted uses, and reasonable care and control will be deemed to be "self-insurers of the Council vehicle in their care" and may be required to bear the cost of any damages which might arise.

## 7.9 Driver Responsibility and Information – All Users

Be authorised to drive Council vehicle and agree to the following terms and conditions:

- Drivers of Council vehicles should be aware that their conduct on the road impacts on community perceptions of Katherine Town Council. It is important that the same standard of courtesy and consideration be extended to other road users as would be expected by a Council worker in face to face contact with members of the public.
- Do not leave vehicles unattended with the ignition key in the lock, and ensure, when away from the vehicle, that the vehicle is locked. Valuables are not to be left in the vehicle.
- Complete the log book, as required, when the vehicle is being used.
- Refill the vehicle using its fuel card if the petrol gauge indicates that the tank is less than a quarter full. The fuel card provided must be used for the purchase of fuel (unleaded, diesel, LPG). The vehicle is to be maintained by the worker in a clean and tidy manner.
- Comply with the laws relating to the driving of vehicles in a public place. Drivers must comply with all relevant motor traffic rules and regulations. Drivers who have a provisional driver's licence may drive Council vehicles but must display the P-plate when driving. **NOTE:** Any infringements and penalties incurred by a driver (including private use) of a Council vehicle are the responsibility of the driver.
- Notify your immediate supervisor of any restrictions / changes to your driver's licence. The authority to drive lapses if a person no longer holds a current driver's licence and / or the staff member's direct supervisor evokes an authority to drive for a reason relating to unsatisfactory driving or non-observance of Council procedures.
- Members of staff who fail to observe Council policies, permitted uses, and reasonable care and control may be deemed to be "self-insurers of the Council vehicle in their care" and may be required to bear the cost of any damages which might arise because of their failure.
- In an emergency, where a driver is unable to contact a supervisor, a non-authorised person may drive the Council vehicle.
- A person driving a Council vehicle who is convicted of either (1) Driving under the influence of a drug, substance or alcohol which may impair his/her faculties, or (2) with a percentage of alcohol in his/her breath or blood at the time of loss in excess of the percentage permitted by law, will be required to pay any damages in respect of the Council vehicle and if applicable third party property damage.

## 8. APPLYING THIS PROCEDURE

Council seeks the co-operation of all workers, contractors, visitors and others whom may be affected by our business or undertakings.

Council encourages and supports suggestions to create a safe working environment and promotes all reasonable preventative measures being taken.

## 9. REVIEWING THIS PROCEDURE

Council will review this procedure every two (2) years, unless legislative changes trigger an earlier review, in consultation with workers:

- to assess the effectiveness of the procedure,
- by reviewing our overall health and safety performance,
- by monitoring the effectiveness of policies and procedures.

## 10. COMMUNICATING THIS PROCEDURE

This procedure (and related procedures) shall be displayed in our workplace/s.

All workers, contractors and others affected by our business or undertakings will be provided with a copy through their manager/supervisor.

New workers will be provided with a copy as part of their induction.

## 11. ACKNOWLEDGEMENT

*I acknowledge:*

- *receiving the Procedure,*
- *that I will comply with the Procedure, and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 12. ATTACHMENTS

- A. Mobile Phone Use
- B. Motor Vehicle Condition Report
- C. Long Distance Vehicle Prestart

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**300 Use of mobile phones**

- (1) The driver of a vehicle must not use a mobile phone while the vehicle is moving, or is stationary but not parked, unless:
- (a) the phone is being used to make or receive a phone call (other than a text message, video message, email or similar communication) and the body of the phone:
    - (i) is secured in a mounting affixed to the vehicle while being so used; or
    - (ii) is not secured in a mounting affixed to the vehicle and is not being held by the driver, and the use of the phone does not require the driver, at any time while using it, to press any thing on the body of the phone or to otherwise manipulate any part of the body of the phone; or
  - (b) the vehicle is an emergency vehicle or a police vehicle; or
  - (c) the driver is exempt from this rule under another law of this jurisdiction.

Offence provision.

*Note*

**Emergency vehicle, park and police vehicle** are defined in the dictionary.

- (2) For the purposes of this rule, a mobile phone is secured in a mounting affixed to the vehicle if, and only if:
- (a) the mounting is commercially designed and manufactured for that purpose; and
  - (b) the mobile phone is secured in the mounting, and the mounting is affixed to the vehicle, in the manner intended by the manufacturer.
- (3) For the purposes of this rule, a driver does not use a phone to receive a text message, video message, email or similar communication if:
- (a) the communication is received automatically by the phone; and
  - (b) on and after receipt, the communication itself (rather than any indication that the communication has been received) does not become automatically visible on the screen of the phone.
- (4) In this rule:

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**affixed to**, in relation to a vehicle, includes forming part of the vehicle.

**body**, in relation to a mobile phone, means the part of the phone that contains the majority of the phone's mechanisms.

**held** includes held by, or resting on, any part of the driver's body, but does not include held in a pocket of the driver's clothing or in a pouch worn by the driver.

**mobile phone** does not include a CB radio or any other two-way radio.

**use**, in relation to a mobile phone, includes any of the following actions by a driver:

- (a) holding the body of the phone in her or his hand (whether or not engaged in a phone call), except while in the process of giving the body of the phone to a passenger in the vehicle;
- (b) entering or placing, other than by the use of voice, anything into the phone, or sending or looking at anything that is in the phone;



## KATHERINE TOWN COUNCIL MOTOR VEHICLE CONDITION AUDIT

Katherine Town Council is committed to improving safety for all staff. Department Managers are required to ensure that the vehicles used by employee's are in a safe and well maintained condition. This audit will assist the Works and Services Department to monitor and improve the condition of Council's fleet vehicles.

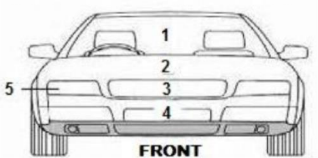

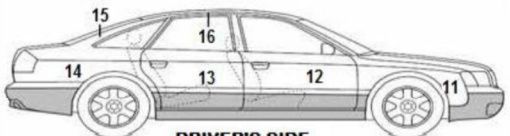
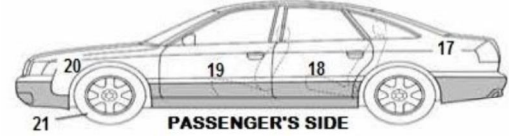
**IMPORTANT:** This audit is to be completed for each vehicle and must be forwarded to the Operations Manager by no later than the 5<sup>th</sup> day of each month.

**Driver / Vehicle Details:**

Department / Area: \_\_\_\_\_  
 Garaging Address: \_\_\_\_\_  
 Usual Drivers Name: \_\_\_\_\_  
 Registration Number: \_\_\_\_\_

**Audit Details:**

Auditing Officers Name: \_\_\_\_\_  
 Odometer Reading: \_\_\_\_\_  
 Last Service Completed: \_\_\_\_\_  
 Next Service Due: \_\_\_\_\_


EXTERIOR					
Indicate any damage to the vehicle in the space provided using your own words or the following legend. If None write None					
H – Hairline Scratch	PT – Pitted	T – Torn	B – Bent	GC – Glass Cracked	M – Missing
SM – Smashed	R – Rusty	CR – Creased	S – Scratched	ST – Stained	BR – Broken D – Dented
 <b>FRONT</b>	1. _____	2. _____	3. _____	4. _____	5. _____
 <b>REAR</b>	6. _____	7. _____	8. _____	9. _____	10. _____
 <b>DRIVER'S SIDE</b>	11. _____	12. _____	13. _____	14. _____	15. _____
 <b>PASSENGER'S SIDE</b>	16. _____	17. _____	18. _____	19. _____	20. _____
21. _____					

INTERIOR					
	<input type="checkbox"/> CLEAN	<input type="checkbox"/> AVERAGE			<input type="checkbox"/> DIRTY
	Good	Worn	Burns	Rips	Stain
Front Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rear Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front Seats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rear Seat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Headliner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Dent	<input type="checkbox"/> Crack	<input type="checkbox"/> Holes		

MECHANICAL					
Engine	<input type="checkbox"/> Smooth	<input type="checkbox"/> Rough	<input type="checkbox"/> Knock		
Trans / Clutch	<input type="checkbox"/> Seems OK	<input type="checkbox"/> Slips			
Air-conditioner	<input type="checkbox"/> Seems OK	<input type="checkbox"/> Blows Hot			
Brakes	<input type="checkbox"/> Seems OK	<input type="checkbox"/> Difficult			
Exhaust	<input type="checkbox"/> Seems OK	<input type="checkbox"/> To Be Replaced			
Wipers	<input type="checkbox"/> Seems OK	<input type="checkbox"/> To Be Replaced			
Sound Equip.	<input type="checkbox"/> Seems OK	<input type="checkbox"/> Inoperative			
2-Way Radio	<input type="checkbox"/> Seems OK	<input type="checkbox"/> Inoperative			
Power Malfunction	<input type="checkbox"/> Windows	<input type="checkbox"/> Locks	<input type="checkbox"/> Seats		
TYRES	F/Right	F/Left	R/Right	R/Left	Spare
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/> Missing

The above vehicle has been inspected and found in the condition as described.

Completed by \_\_\_\_\_ Date \_\_\_\_\_

		<h2 style="margin: 0;">Katherine Town Council</h2> <h3 style="margin: 0;">Long Distance Vehicle Pre-start Check</h3>	
Date:		Drivers Name:	
Vehicle Registration:		Destination:	
	Tick	Cross	Comments
Engine Oil Level			
Brake Oil Level			
Clutch Oil Level			
Any visible oil leaks			
Water (Radiator)			
Water (Windscreens)			
Any visible water leaks			
Windscreen wipers operational			
Tyre Pressure			
Battery terminals secure / not corroded			
Adequate water in battery			
Headlights Operational			
Brake lights Operational			
Indicators Operational			
No loose items in cabin or tray			
First Aid Kit adequately stocked			
Date last service performed:			
Date next service due			
Travel plans advised to nominated personnel.			
Driver adequately rested and not fatigued			
Other faults:			
Note: Tick if the condition is safe, cross if unsafe or needs attention and complete comments including action taken			
I			
Signature of person completing checks:			