

## Checklist



### Vehicle Checklist

Check the following before you begin driving each day:

- Signs of leaks on the floor: oil, water & hydraulic fluid
- Ensure there is sufficient oil & fluid levels of: engine, brake, clutch, power steering, automatic transmission, battery water, engine coolant and windscreen washer
- Ensure that lights, turn signals, horn, temperature gauges, speedometer & all dashboard warning lights are working
- Ensure that air-con, heater and demister are working
- Check that the wipers, windscreen washer, power windows and seat belts are in good working order
- All mirrors should be clean and not broken
- Tyres (including spare tyre): Visually check that all tyres are properly inflated and have adequate tread depth of >2mm
- Vehicle jack, breakdown triangle sign, wheel spanner, tool kit and vehicle owner manual
- Test effectiveness of brake
- Ensure there is sufficient fuel