



DRIVER'S DAILY VEHICLE CHECK AND DEFECT REPORT

You must complete a Daily Defect Report whether or not there are defects.

A Daily Check and Defect Report must be completed prior to you driving a Company vehicle. The check should be carried out via the walk round check App – if this is not possible a paper copy must be completed. If you consider that a vehicle is unsafe or has a defect which necessitates its removal from operational running you must follow the Emergency Defect Reporting Procedure, below.

The following checks that must be carried out:

- **Fuel, Oil and Water** _Levels are to be checked and topped up if required. If abnormal amounts are required -note on Defect Report. Visually check for leaks.
- **Battery** -Check there is sufficient power to crank over the engine.
- **Tvres and Wheels** – Visually Check tyres for pressure, tread depth and obvious damage. Check wheels for security.
- **Brakes** -Check for a firm brake pedal. Check for excessive pedal and handbrake travel. Check for satisfactory operation. Try the brakes before leaving the depot.
- **Doors and Exits** -Ensure doors and exits are unrestricted and unlocked. Check for operation and condition of locks, guides etc.

IT IS AN OFFENCE TO CARRY PASSENGERS WITH DOORS LOCKED

- **Indicators** -Check operation of all indicators, including hazard warning lights and warning indicators.
- **Seat Belts** Check all seat belts and restraints for operation and condition. If a seat belt is fitted it must be in serviceable otherwise the vehicle is to be classed as unroadworthy.
- **Passenger-Lift Mechanical** *(If fitted)* Operate the lift to ensure it is in full working order, safe and secure.
- **Fire Extinguishers** Check location of extinguisher and its contents.
- **Windscreen Wipers** -Check for operation and effectiveness.
- **Windscreen Washers** Check and top up washer reservoir if required. Check operation and adjustment of jets.
- **Audible Warning** Check operation of horn and reversing alarm.
- **Glass** Check all windows for cracks and damage. Ensure unobstructed vision.
- **Reflectors** Check condition and cleanliness.
- **Bodywork Exterior** Check for accident damage and vehicle livery. Notify all damage to Transport Office.
- **Mirrors** Check condition and cleanliness of mirrors. Carry out adjustments before moving the vehicle.



- **Steering** Check for operation, excessive noise or free play at the steering wheel.
- **Heating and Ventilation** -Check the operation of all heating and ventilation systems, including de-misting operation.
- **Lights** Check the operation and cleanliness of all lights, including interior systems. Check all lights for damage.
- **Bodywork Interior** Check for cleanliness and condition. Ensure unobstructed aisles and correct location of safety located items. Ensure that there are no sharp edges to cause injury. See Below (Inside Saloon Area).
- **Brake and Clutch Fluid** -Check brake and clutch fluid levels. Inform the Transport Office immediately if top up is required.
- **First Aid Kit** -Check the First Aid Kit location. Check if seal is intact, if not check contents add obtain refills if necessary.
- **Permit/License Disc** - Ensure that the Permit and License Discs are clearly displayed on all vehicles including those loaned or hired to Jones Coach & Bus Sales/Hire. THIS IS A LEGAL REQUIREMENT.

Inside Saloon

- All seats to be checked for condition and security including frames, cushions and coverings.
- Operating notices and warning signs to be clean, legible and in a suitable position.
- Condition and security of all handrails.

Other Any item related to the vehicle operation or safety not specified above.

EMERGENCY DEFECT REPORTING PROCEDURE

Defects detected before leaving the depot:

- During times when the workshop is manned (normally 07:15 to 18:00 Monday to Friday and 08:00 to 14:00 Saturday) report any defect directly to the Transport & Compliance Manager or a member of the Workshop Team.
- The Workshop staff will advise whether the defect needs to be rectified before leaving the depot or, if the vehicle is serviceable, it may be rectified at a later time.
- If the workshop is unmanned it is your duty to report the defect to the on-call manager IMMEDIATELY.
- **During the duty or on return to the depot:**
- It is your duty to report directly to a workshop representative any defect that, in your opinion, renders the vehicle unserviceable for operational running. In the absence of workshop staff, you must report the defect to a manager during normal working hours or the on-call manager out of hours.



REMEMBER THESE CHECKS ARE DESIGNED TO ENSURE THE SAFE AND RELIABLE OPERATION OF THE VEHICLE FOR YOURSELF AND FOR YOUR PASSENGERS.