

## MINIBUS DEFECT REPORT FORM

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. He or she should walk around the vehicle, including the trailer if applicable, to check for visible defects, and check the items listed below:

Exterior Check	✓	✗	Interior Check	✓	✗
Oil level (once only at start of day)			Mirrors are correctly adjusted, clean and unobstructed		
Coolant level (once only at start of day)			Position and function/purpose of all the dashboard controls		
Windscreen washer fluid level (once only at start of day)			Position of driving seat so that all controls can be operated comfortably		
Brake fluid level (once only at start of day)			Check for pressure on brake pedal		
Windscreen and windows are clean and undamaged			Wipes and washer are working properly		
Wiper blades are clean and undamaged			Fuel level (and type of fuel: diesel or petrol)		
Lights, including brake lights and Indicators, are clean and working			Seat belts, where fitted, are undamaged and working properly		
Tyre pressures, including the spare (and inner tyres and tyres on a Trailer, if applicable)			Location of wheel brace and jack		
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 3.0mm across centre $\frac{3}{4}$ is recommended.			Location and contents of first aid kit and fire extinguisher(s)		
Any cuts and bulges?			Location of relevant paperwork (permit disc, insurance, road tax disc, MOT, emergency number and driving licence)		
Doors open and close properly			Change for parking or the telephone (or mobile phone or phonenumber)		
Trailer brake lights and indicators work, if applicable			Luggage is securely stowed and aisles and exits are clear		
Lift (if fitted) works safely			Damage or sharp edges		
Ramp (if fitted) fits and works safely					
Roof rack or trailer is properly fitted, and all luggage is securely held					
Damage or sharp edges					

Checked by: \_\_\_\_\_

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

Any faults to report:            **YES / NO**

**NB YOU SHOULD NOT ATTEMPT TO DRIVE THE VEHICLE IF THE DEFECT MAKES IT UN-ROADWORTHY.**

Faults reported to: \_\_\_\_\_  
(Head of Department)

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

Faults rectified by: \_\_\_\_\_

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