

# 2 ' 8 3re-Departure Checklist

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Pre-departure inspection checklist for vehicles operated regularly

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Item	O.K 9 Defective2						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Name of person conducting the check							
Interior check x Check no unexpected or suspicious items located x Seatbelts are serviceable and accessible to all passengers							
Lights and reflectors x Check all lights (headlights, front lights, tail lights, brake lights, reversing lights, turn signals, side lights, number plate light) for working order							
Regulation signs and labels x Inspection label, licence number (if required), and no-smoking sign are affixed and clearly visible x Check vehicle is currently registered							
Mirrors, windows and windscreens x Check mirrors are securely mounted x Windscreens, windows and mirror surfaces are clean and checked for damage							
Wheels, tires and rims x tire pressure and tread integrity x Wheels, rims and retaining rims x Wheel security (loose or missing wheel nuts)							
Horns and signals x Horn is in working order x Audible reversing signal (if applicable)							
Wipers and washers x							

Note If defect found, complete fault report form (Form 2.3) and submit to Responsible Person.