

It is the responsibility of all goods vehicle operators and their drivers to ensure that vehicles used are roadworthy, as it is an offence to use an unroadworthy vehicle on the public highway.

**DON'T FORGET - ALWAYS SET YOUR TACHOGRAPH RECORD TO 'OTHER WORK' WHEN CARRYING OUT A WALK ROUND CHECK**

**Daily Walk-round Checks**

A first use walk-round check must be undertaken before a vehicle is used. Truck UK recommends that a check should always be carried out by the driver before he/she first drives a vehicle on the road each day. VOSA require that a minimum of one check in 24 hours must be carried out by the driver on each vehicle used (including any trailers).

The check should consist of an effective walk-round look over the whole vehicle (& any trailer), including the items specified on the other side of this sheet.

Regular walk round checks are vital and it is important that enough time is allowed for the completion of these checks. Please be aware that the Traffic Commissioner, VOSA and Truck UK believe that daily defect reporting is a critical element of any compliant operators' vehicle roadworthiness procedures. As a professional truck driver you have a legal responsibility to always be sure that the vehicle you drive is legal, safe and compliant with the regulations. Safety can be compromised if you don't take this responsibility seriously.

As the driver, you are responsible for the condition of the vehicle you are assigned to. Never forget, it is your responsibility, when the vehicle is in use on the road, to report any defects or symptoms of defects that could prevent the safe operation of the vehicle. In addition to regular walk round checks, you must monitor the roadworthiness of the vehicle when being driven and be alert to any indication that the vehicle is developing a fault. For example: warning lights; exhaust emitting too much smoke, vibrations or other symptoms. At intervals throughout each working day and when the vehicle is stationary and it is safe to do so, you should walk round the vehicle to look out for any defects that may have developed during the day - i.e. tyre problems or blown bulbs. If any defects are found, don't use the vehicle on the road until you have made a written defect report and either rectified the fault yourself or someone else has rectified it. Then make sure a note of the rectification details has been made before resuming your work.

Any defects found during the first use check, whilst the vehicle is in use, or on its return to base, must be the subject of a written defect report by you, the driver, using the defect report pads supplied. Once a defect has been rectified a note of the rectification and who carried out the repair should also be made.

**IF NO DEFECTS ARE FOUND when you take over this vehicle (& trailer) tick (✓) the 'daily checks completed' box below for the appropriate day and write your initials in the second longer box. If defects occur during the working day put a cross through the tick you have completed below and make the office aware as soon as possible and complete a separate defect report using the report pad supplied. Also fill in the box on the other side of this sheet, showing the date and the time that the defect was noticed / found.**

..... 2012			7 <sup>th</sup>		14 <sup>th</sup>		21 <sup>st</sup>		28 <sup>th</sup>	
1 <sup>st</sup>			8 <sup>th</sup>		15 <sup>th</sup>		22 <sup>nd</sup>		29 <sup>th</sup>	
2 <sup>nd</sup>			9 <sup>th</sup>		16 <sup>th</sup>		23 <sup>rd</sup>		30 <sup>th</sup>	
3 <sup>rd</sup>			10 <sup>th</sup>		17 <sup>th</sup>		24 <sup>th</sup>		31 <sup>st</sup>	
4 <sup>th</sup>			11 <sup>th</sup>		18 <sup>th</sup>		25 <sup>th</sup>		<b>REGULARLY CHECK YOUR TYRES FOR CUTS &amp; PUNCTURES THROUGHOUT EACH WORKING DAY</b>	
5 <sup>th</sup>			12 <sup>th</sup>		19 <sup>th</sup>		26 <sup>th</sup>			
6 <sup>th</sup>			13 <sup>th</sup>		20 <sup>th</sup>		27 <sup>th</sup>			

**ALWAYS KEEP A WRITTEN NOTE OF ANY PROBLEMS/DEFECTS AND WHAT ACTION WAS TAKEN AND WHEN**

# TRUCKUK DAILY VEHICLE WALK-ROUND CHECK & DEFECT REPORTING SHEET (TO BE KEPT IN THE CAB)

All drivers are required to carry out vehicle walk-checks every working day. Below are areas of the vehicle that must be checked and reported on every working day. **ALWAYS SET YOUR TACHOGRAPH RECORD ON 'OTHER WORK' WHEN CARRYING OUT A WALK ROUND CHECK**

If no (NIL) defects are found put a tick ✓ in the 'daily checks completed' box on the other side of this sheet.

IF ANY DEFECTS ARE FOUND (EVEN IF YOU FIX THE DEFECT YOURSELF) YOU MUST COMPLETE A WRITTEN DEFECT REPORT ON THE PAD PROVIDED, FILLING IN THE APPROPRIATE DATE, TIME DEFECT FOUND & YOUR SIGNATURE, IN THE BOX BELOW.

Make sure you check the following each and every working day:			
<b>EVIDENCE OF FLUID LEAKS?</b>	<b>MIRRORS ALL OK CLEAN, CLEAR AND NOT CRACKED</b>	<b>WINDOWS ALL CLEAN, CLEAR AND NOT DAMAGED</b>	<b>HORN WORKING</b>
<b>WIPERS OK</b> <i>(NOT CRACKED OR SMEARING?)</i>	<b>WASHERS WORKING OK</b> <i>(ENOUGH FLUID FOR THE DAY?)</i>	<b>IN-CAB WARNING LIGHTS &amp; BUZZERS OK</b> <i>(INC. DASHBOARD LIGHTS)</i>	<b>SEAT &amp; SEAT BELTS OK</b> <i>(YOU <u>MUST</u> WEAR YOUR SEAT BELT!)</i>
<b>ALL LIGHTS OK</b> <i>(INCLUDING HAZARD WARNING LIGHTS)</i>	<b>ALL TYRES OK</b> <i>(TREAD DEPTH / SIDEWALL DAMAGE? / PRESSURE )</i>	<b>STEERING</b> <i>(DOES IT 'FEEL' OK?)</i>	<b>BRAKES</b> <i>(CHECK FOR AIR LEAKS AND MAKE SURE GAUGES &amp; WARNING LIGHTS - ABS - ALL OK)</i>
<b>REFLECTORS &amp; MARKER BOARDS OK &amp; CLEAN</b>	<b>WHEELS</b> <i>(WHEELNUTS SECURE / NO CRACKS)</i>	<b>MUDGUARDS / MUD FLAPS / SPRAY SUPPRESSION OK</b>	<b>SUSPENSION / AIR BAGS / CHASSIS OK</b>
<b>SECURITY OF BODY AND ANY LOAD OR SHEETING</b>	<b>VED DISC VALID? 'O' LICENCE IDENTITY DISC SHOWING AND IN DATE?</b>	<b>EXCESSIVE ENGINE SMOKE OR NOISE FROM EXHAUST?</b>	<b>HAVE YOU GOT THE PREVIOUS 28 CALENDAR DAYS RECORDS WITH YOU, INCLUDING YOUR DRIVER CARD, IF ISSUED?</b>

VOSA – POLICE CHECKS		
<p>If you are stopped in a routine VOSA or Police spot check / roadside encounter and your records are requested, you can show this sheet to the inspecting officer to confirm that daily walk-round checks and a defect reporting system is carried out by you, as the driver, as well as confirming that the operator follows the legal and required procedures.</p> <p><b>WHEN AT WORK ALWAYS REMEMBER TO CARRY YOUR DRIVING LICENCE AND YOUR DRIVER QUALIFICATION CARD (if you've been issued with one) AND YOUR DRIVER CARD (if you've been issued with one) WITH YOU</b></p> <p><i>EVEN IF YOU ARE DRIVING A VEHICLE FITTED WITH AN ANALOGUE TACHOGRAPH AND HAVE NEVER USED YOUR DIGITAL TACHOGRAPH DRIVER CARD IT IS A LEGAL REQUIREMENT THAT YOU CAN PRODUCE YOUR DRIVER CARD AT A ROADSIDE CHECK.</i></p>		
<p><b>DEFECT(S) FOUND AND DEFECT(S) REPORTED, VERBALLY TO THE OFFICE AND IN WRITING ON THE FOLLOWING DAYS</b> (only fill in this section if you have detected a defect and completed a daily defect report):</p>		
date	time defect found	driver signature

This monthly walk round check sheet was produced and provided by  
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**IF IN DOUBT.....CHECK IT OUT.....AND REPORT IT!!**

**IT'S ALWAYS BETTER TO BE SAFE THAN TO BE SORRY**