This inspection checklist is designed for use on University electric utility vehicles

Where an inspection identifies any substandard issues that impact on the safe use of the vehicle, it should be removed from service and the keys removed and secured to prevent unauthorized use until the issue is rectified.

***Registration: Date: Name:***

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| --- | --- | --- | --- | --- | --- |
|  | MON | TUES | WED | THU | FRI |
| Are there any signs of leaking fluids under the vehicle? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Are the tyres in good condition? (Visual check of treads) | Yes No | Yes No | Yes No | Yes No | Yes No |
| Are the tyres suitably inflated with no obvious punctures? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Are all light covers intact? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Are all windows/windscreens intact? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Do doors/hood/boot open/shut and lock correctly? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Are windscreen and rear window in good working condition? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Is the Horn working? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Are the handbrake and footbrake firm in working order? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Are the seatbelts in good condition? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Are all gauges working? | Yes No | Yes No | Yes No | Yes No | Yes No |
| Are the headlights, brake lights, indicators, hazard lights, parking lights and tail lights working? Is the audible reverse alert in working order? | Yes No | Yes No | Yes No | Yes No | Yes No |

**ACTIONS REQUIRED**:

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