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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