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| **VEHICLE WEEKLY PRE-START CHECKLIST – LONG DISTANCE / REMOTE TRAVEL** | | | | | | | | | | |
| * *This inspection checklist is designed for use on University vehicles and is to be conducted on the vehicles that are to be taken for long distance, remote or 4WD prior to starting the trip* * *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.* | | | | | | | | | | |
| **VEHICLE DETAILS** | | | | | | | | | | |
| **Vehicle Registration** |  | | | | **Odometer (km)** | |  | | | |
| **Date of Inspection** |  | | | | **Time of Inspection** | |  | | | |
| **Name of Driver** |  | | | | | | | | | |
| **EXTERNAL INSPECTION CRITERIA** | | **SUN** | **MON** | **TUES** | | **WED** | | **THU** | **FRI** | **SAT** |
| Are there any signs of leaking fluids under the vehicle? | | Yes No | Yes No | 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 | Yes No | Yes No |
| Are the tyres suitably inflated with no obvious punctures? | | Yes No | Yes No | 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 | Yes No | Yes No |
| Are all windows/windscreens in tact? | | Yes No | Yes No | 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 | Yes No | Yes No |
| Are windscreen and rear window wipers are in good working condition? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| **UNDER THE HOOD INSPECTION** | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No |  |
| Is the brake fluid level satisfactory? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Is the washer fluid reservoir full? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Is the engine oil level satisfactory? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Is the radiator coolant level satisfactory? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| **INTERNAL VEHICLE INSPECTION CRITERIA** | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Is the Horn working? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Are the handbrake and footbrake firm to apply? | | Yes No | Yes No | 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 | Yes No | Yes No |
| Are all gauges working after the engine has been started? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| **LIGHTS INSPECTION** | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Are the headlights working? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Are the brake lights working? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Are the indicators working? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Are the hazard lights working? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Are the parking lights working? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |
| Are the tail lights working? | | Yes No | Yes No | Yes No | | Yes No | | Yes No | Yes No | Yes No |

**ACTIONS REQUIRED**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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