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