



Vehicle checklist instructions

Items that require checking	
Lighting	Tail, headlight, brake, indicator, hazard, reversing, instrument lighting, safety beacons (if fitted), taxi roof light (if fitted)
Vision	Condition of glass, wipers/washers, mirrors (internal & external)
Horn	Horn and reversing alarms
Brakes	Service (foot) break and hand brake, brake pedal rubber fitted
Wheel Assembly	Tyres and rims, inflation and condition, wheel nuts
Fluid Levels	Engine oil, radiator coolant washer water
Visible Leaks	Check under and the surrounds of the vehicle for leaks from engine, transmission, radiator, brakes/clutch fluid, battery and fuel
General Safety	Seat belts, seat adjustment, body damage, spare wheel & required tools
General Cleanliness	Reasonable cleanliness both internally and externally
Operating Check	All controls and gauges are in good working order, check for any abnormal noises, check serviceability of wheelchair hoist (if fitted)
Fire Equipment	Fire extinguisher is current (every 6 months) and stored correctly (if fitted)
Safety Equipment	All emergency exits operational, hoist and strapping belts (if required are in working order)
Communications	Mobile phones, two-way radios, dispatch system, meter (if required are in working order)
Camera Equipment	Camera lens unit/s are clean, not damaged and not obstructed. Camera system status light shows camera system is in correct working order

Please turn over page

Daily vehicle safety check sheet and driver's declaration

Vehicle registration #: _____ Trip date: _____ Start KM: _____ End KM: _____

Driver's name: _____ Driver's Licence #: _____ Drivers ID #: _____

Have you ever driven this vehicle before? Yes No

If no, please familiarise yourself with the operator's manual and safety features of the vehicle.

✓ Satisfactory X Defect

Check details of each item listed opposite	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Initial if defected	Defect # if generated
Lighting									
Vision									
Horn									
Brakes									
Wheel Assembly									
Fluid Levels									
Visible Leaks									
General Safety									
General Cleanliness									
Operating Check									
Fire Equipment									
Safety Equipment									
Communications									
Camera Equipment									

Please provide information about the defect: _____

Driver's declaration: I have inspected the vehicle as required and to the best of my knowledge the vehicle is in a suitable equipped and safe condition. If I have noted a defect on this form I have made it known to BWC prior to the shift commencement and I am aware that the vehicle cannot be used to transport passengers until rectified.

I declare myself in a fit state to drive this vehicle.

Driver to acknowledge above statement by completing the below:

Drivers name: _____

Drivers signature: _____

Date: _____

This completed form must be kept for a minimum of 2 years and supplied to Black & White Cabs on request for auditing purposes.

Maintaining your vehicle ensures it is safe for you and your passengers, as well as road users.

Regular maintenance also helps your vehicle run more efficiently.

Thank you for your cooperation.