



# COMPLETE

COVER | GROUP

## VAN OPERATOR'S CHECKLIST

Vehicle Registration Number	Mileage	
Inside the Van		
Checks		Pass or Defective
1. Brakes	1a. Check that foot brake works correctly, without excessive travel.	
	1b. Check the hand brake or parking brake works correctly, without excessive travel.	
2. Lights	2a. Are the external lights and indicators working?	
	2b. Are light lenses undamaged, clean and the correct colour?	
	2c. Do brake lights come on and go off when the brake pedal is pressed and released?	
	2d. Are marker lights present and working?	
	2e. Check dashboard warning lights are working, especially lights for Automated Braking System (ABS), Electronic Positioning System (EPS), Airbags, Full Beam indicator light and parking brake warning light.	
3. For the driver	3a. Are the driver controls, driver seat and seatbelt correctly adjusted for optimum safety, comfort and accessibility?	
	3b. Is there a hi-visibility vest or jacket accessible for the driver?	
	3c. Check the cab for cleanliness and for unsecured objects that could be a hazard.	
	3d. Are insurance, tax or other vehicle related documentation present and correct?	
4. Seats and seatbelts	4a. Are seats secure?	
	4b. Check for damage or wear to seatbelts, and that they operate correctly.	
5. Steering and horn	5a. Check for excessive play in the steering system.	
	5b. Is the driver's horn easily accessible and working?	
6. Mirror and Glass	6a. Are all mirrors secured and aligned for the best viewing position?	
	6b. Is the driver's view in any direction obscured by damaged or discoloured glass, stickers or other obstructions?	
7. Wipers, washers and demister	7a. Is washer fluid topped up?	
	7b. Check for wear to wiper blades.	
	7c. Do washers point at the windscreen and are they working properly?	
	7d. Check that wipers are operational and move correctly at the different speed settings.	
	7e. Check that internal windscreen demister is working.	
Notes		
Signature		
Date		

This checklist is intended to be used as part of, rather than a substitute for, a regular programme of maintenance, servicing and repair of your company's vehicle.