

Van driver's defect report

Driver:		Date:	
Vehicle Reg:		Time:	
odometer:		Location:	

EXTERIOR

Lamps/indicators		Fuel caps	
Stop lamps		Tyres	
Registration plates		Wheel security	
Bumper		Wheel arches/mudflaps	
Reflectors/Beacons		Exhaust(emissions/leaks	
Mirrors		Doors(inc, side and rear)	
Windows/windscreen		Ancillary devices/controls	
Oil/Coolant/Fuel leaks		Wipers	

Under the bonnet

Oil level		Washer bottle level	
Coolant		Battery(security/condition)	
Brake fluid level		Oil/Fuel/Coolant leaks	
power steering level		Bonnet(catch/hinges)	

Design specification(Panel/curtainside/tipper/dropside)

Curtains/straps		Hydraulic oil level/leaks	
Load securing devices		General body condition	
Taillift(condition/operation)		Tow bar	
Additional items		Additional items	

Cab

Seats		Instruments(function/lighting)	
Seat belts		Switch operation	
Brake pedal(operation)		Horn	
Handbrake(operation)		Speedometer	
Wipers and washers		Tachograph(if applicable)	

DEFECTS FOUND:	Rectification:
Driver signature:	Repaired by:

NIL DEFECTS FOUND

To be completed every Friday and handed in with your timesheet on Monday.

Please show on the photos below where the damage is:

