**DRIVERS WEEKLY JOURNEY LOG & CHECK LIST**

(Return to Line Manager at end of week)

**Vehicle Name/Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle Registration** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fuel Card No** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fuel Type** Diesel/Petrol/Electric/Other **Mileage** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALL VEHICLE USE MUST BE FOR APPROVED UNIVERSITY BUSINESS ONLY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Mileage** | **Journey Details** | **Fuel In (Litres)** | **Driver** | **Daily Check Complete** |
|  | Start | End | Start | End |  |  | Name | Signature |  |
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Daily Checks - All lights working; Tyres safe and legal; Windscreen undamaged and clear to drive; Bodywork and trim secure; Tail lifts, refrigeration, winches etc operate effectively.

**The following vehicle checks are to be undertaken on a weekly basis for use of the first working day.**

Date of Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark each item as: ✓ Satisfactory X Defective/Missing N/A Not Applicable

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| --- | --- | --- | --- |
| **Fluids** | **Lights/Electric** | **External Condition** | **Internal Condition** |
|  |  |  |  |  |  |  |  |
| Engine Oil |  | Indicators |  | Door/Wing Mirrors |  | Seat Belts |  |
| Brake |  | Side Lights |  | Wiper Blades |  | First Aid Kit |  |
| Clutch |  | Headlights (Dipped) |  | Screen Washers |  | Fire Extinguisher |  |
| Power Steering |  | Headlights (Main) |  | Tyre Pressure |  | Head Restraint Adjustment |  |
| Auto Transmission |  | Number Plate |  | Tyre Wear |  | Torch |  |
| Screen Wash |  | Reversing |  | Tyre Damage |  | Warning Triangle |  |
| Fuel (Min ¼ full) |  | Warning Lights |  | Spare Wheel |  | General Bodywork |  |
| Coolant |  | Horn |  | Cleanliness of number plate, windows, lights |  | Road Fund Licence |  |
|  |  | Windscreen Wipers |  | Security of roof-rack, tail lift, winch, refrigeration etc |  | A copy of the ‘Motor Incident Report Form’ |  |
|  |  | Battery |  | Door Locking |  |  |  |

**Comments:** Damage noted, repairs due etc

Mark on diagram any damage and date noted