

SITE SURVEY REPORT

Bus and Coach Walkaround Check

Prepared for	Valeway Buses
Date	13 Oct 2026
Site	Valeway Buses, Depot 2
Prepared by	D. Akhtar

FORM

Bus and Coach Walkaround Check**1. Vehicle**

Project	Valeway Buses, Depot 2: bus walkaround check, fleet 214 (completed example)
Client	Valeway Buses
Site	Depot 2
Site address	Depot 2, Mill Lane, Wakefield
Check date	13 Oct 2026
Time	05:40
Registration or identification mark	VB21 KTR
Fleet number	214
Vehicle	Single-deck bus
Odometer reading	284312
Checked by	D. Akhtar
Check done by	The driver

DVSA: carry out a walkaround check before the journey to make sure the vehicle is safe, and report any defects in writing to the person in charge of sorting out vehicle defects. DVSA's guide to maintaining roadworthiness says at least one walkaround check must be done every day, or once in each 24-hour period, that the vehicle is used.

2. From the driver's seat

1. Front view: mirrors, cameras and glass in place, windscreen not cracked, nothing blocking the view	OK
2. Windscreen wipers and washers work, wipers not missing, damaged or worn	OK
3. Instruments, gauges and warning lamps work, including ABS, full headlamp and parking brake	OK
4. Steering moves properly, power steering works, no excessive play	OK
5. Horn works and is easy to reach	OK

6. Air builds up, warning system works, no air leaks, service and parking brakes work	OK
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7. Height marker in the cab shows the vehicle height	OK
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8. Electronic ticket machine working	OK
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9. Driver's seat belt undamaged, latches and retracts	OK
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3. Inside the vehicle

10. Doors and emergency exits work, secure when shut, markings visible and lights working	OK
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11. Accessibility: wheelchair space, boarding device, priority seats, handrails, colour contrast	OK
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12. Seats secure and undamaged, seat belts undamaged, latch and retract	OK
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13. Bell pushes, stopping signs and route and destination signs work	OK
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14. Heating, ventilation and de-misters work, windows and roof hatches secure	OK
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15. Emergency exit hammers present and easy to reach	OK
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16. Fire extinguisher correct type, easy to reach, in good condition, not discharged	OK
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17. First aid kit present, in good condition and easy to reach (where required)	OK
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18. Body interior: exits clear, floor and steps sound, rails secure, interior lights work	Defect
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What is wrong?	Rear saloon interior light flickering
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4. Outside the vehicle

19. Tyres and wheels secure, tread at least 1mm, inflated, no deep cuts or cord, wheel nuts in place	OK
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20. Lights, indicators, side repeaters and reflectors work, clean, right colour	OK
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21. Number plate not broken, incorrect, dirty, faded or covered	OK
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22. Body panels, luggage and access doors secure, no jagged edges Defect

What is wrong? Scrape on the offside panel ahead of the rear wheel, no sharp or jagged edges

23. Fuel filler cap fitted, no fuel, oil or waste leaks OK

24. No excessive exhaust smoke OK

25. AdBlue (diesel exhaust fluid) topped up OK

26. Battery secure, in good condition, not leaking (if easily accessible) OK

27. Ancillary equipment secure and working Not applicable

28. High voltage emergency cut-off switch located and working, components secure Not applicable

29. Alternative fuel system: isolation switch located, no leaks, components in good condition Not applicable

Lowest tyre tread depth found (mm) 4.5

Have any wheel nut indicators moved? No

5. Defect report

Checks OK 24

Checks with a defect 2

Not applicable 3

Were any defects found? Yes

Defects 1: 22. Body exterior: scrape on the offside panel ahead of the rear wheel, no jagged edges

Item and defect 22. Body exterior: scrape on the offside panel ahead of the rear wheel, no jagged edges

Assessment Not dangerous: report for repair

Photos



Illustrative stamp: 13 Oct 2026 09:15 BST · sample GPS 51.5074, -0.1278. Original photo capture date/location unverified.

Defects 2: 18. Body interior: rear saloon interior light flickering

Item and defect	18. Body interior: rear saloon interior light flickering
Assessment	Not dangerous: report for repair
Dangerous defects	0
Reported to	M. Clarke, depot engineer
Time reported	05:52
Vehicle status	Roadworthy: safe to use

DVSA's guide to maintaining roadworthiness: drivers' defect reports, with any rectification work, must be kept for at least 15 months.

6. Repair and sign-off

Rectification work done	Rear saloon light tube and starter replaced. Body scrape booked for the body shop on 20 October.
Repaired by	M. Clarke
Repair date	13 Oct 2026
Vehicle confirmed roadworthy after repair?	Yes
Driver or checker name	D. Akhtar

Signature

D. Akhtar

Defect report received by (transport or engineering)

M. Clarke, depot engineer

Signature

M. Clarke
