

Bus and Coach Walkaround Check

A bus and coach (PSV) daily walkaround check and defect report: the 29 DVSA checks from the driver's seat, inside and outside, tyre tread, each defect graded dangerous or not with photos, who it was reported to, and repair.

1. Vehicle

Project

Client

Site *

Site address

Check date *

Time

Registration or identification mark *

Fleet number

Vehicle (choose one)

☐ Single-deck bus ☐ Double-deck bus ☐ Coach ☐ Minibus

Odometer reading

Checked by *

Check done by (choose one)

☐ The driver ☐ A responsible person (not 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.

If applicable: Where the check is done by a responsible person, DVSA says the driver needs to see evidence that it was done and that the vehicle is free from safety defects.

2. From the driver's seat

1. Front view: mirrors, cameras and glass in place, windscreen not cracked, nothing blocking the view

(choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

2. Windscreen wipers and washers work, wipers not missing, damaged or worn (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

3. Instruments, gauges and warning lamps work, including ABS, full headlamp and parking brake (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

4. Steering moves properly, power steering works, no excessive play (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

5. Horn works and is easy to reach (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

6. Air builds up, warning system works, no air leaks, service and parking brakes work (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

7. Height marker in the cab shows the vehicle height (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

8. Electronic ticket machine working (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

9. Driver's seat belt undamaged, latches and retracts (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

3. Inside the vehicle

10. Doors and emergency exits work, secure when shut, markings visible and lights working (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

11. Accessibility: wheelchair space, boarding device, priority seats, handrails, colour contrast (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

12. Seats secure and undamaged, seat belts undamaged, latch and retract (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

13. Bell pushes, stopping signs and route and destination signs work (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

14. Heating, ventilation and de-misters work, windows and roof hatches secure (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

15. Emergency exit hammers present and easy to reach (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

16. Fire extinguisher correct type, easy to reach, in good condition, not discharged (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

17. First aid kit present, in good condition and easy to reach (where required) (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

18. Body interior: exits clear, floor and steps sound, rails secure, interior lights work (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

4. Outside the vehicle

19. Tyres and wheels secure, tread at least 1mm, inflated, no deep cuts or cord, wheel nuts in place (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

20. Lights, indicators, side repeaters and reflectors work, clean, right colour (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

21. Number plate not broken, incorrect, dirty, faded or covered (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

22. Body panels, luggage and access doors secure, no jagged edges (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

23. Fuel filler cap fitted, no fuel, oil or waste leaks (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

24. No excessive exhaust smoke (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

25. AdBlue (diesel exhaust fluid) topped up (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

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

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

27. Ancillary equipment secure and working (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

28. High voltage emergency cut-off switch located and working, components secure (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

29. Alternative fuel system: isolation switch located, no leaks, components in good condition (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Lowest tyre tread depth found (mm)

If applicable: Below the 1mm minimum tread depth in DVSA's walkaround check. Do not use the vehicle until the tyre is replaced.

Have any wheel nut indicators moved?

☐ Yes ☐ No

Walk Cam: bus and coach walkaround check

Walk Cam video walk-through: available in the SiteSurvey app only.

5. Defect report

Checks OK (worked out automatically in the app)

Checks with a defect (worked out automatically in the app)

Not applicable (worked out automatically in the app)

Were any defects found? *

☐ Yes ☐ No

If applicable: No defects: this record is the nil defect report. DVSA says to record nil defects if you do not find any.

Defects (copy this block for each one; if applicable)

Item and defect *

Assessment * (choose one)

☐ Dangerous: do not use ☐ Not dangerous: report for repair

Photos (photos: attach, or note the file names)

Dangerous defects (if applicable; worked out automatically in the app)

If applicable: DVSA: dangerous defects must be fixed before the vehicle is used or continues its journey.

Reported to (if applicable)

Time reported (if applicable)

Vehicle status * (choose one)

☐ Roadworthy: safe to use ☐ Not to be used until repaired

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 (if applicable)

Repaired by (if applicable)

Repair date (if applicable)

Vehicle confirmed roadworthy after repair? (if applicable)

☐ Yes ☐ No

Driver or checker name *

Signature

Defect report received by (transport or engineering)

Signature