

Vehicle Inspection Checklist

A daily vehicle inspection checklist and defect report for vans and cars: walkaround checks, mileage, tyre tread, photos of each side, defects graded safe or not to drive, and fleet sign-off.

1. Vehicle and driver

Project

Client

Depot or site

Depot or site address

Date of the check *

Time

Driver *

Registration number *

Scan the number plate or fleet tag

Scanned in the SiteSurvey app. On paper, write the numbers: registration, fleet number.

Vehicle (choose one)

☐ Small van ☐ Panel van (up to 3.5 tonnes) ☐ Pickup ☐ Car ☐ Other

Make and model

Odometer reading *

Fuel or charge level (choose one)

☐ Full ☐ 3/4 ☐ 1/2 ☐ 1/4 ☐ Reserve

DVSA van walkaround check. These are the 19 checks in the DVSA van drivers' daily walkaround check. Record the registration, the date, each defect, your assessment of it, your name and who you reported it to. Record nil defects if you find none. DVSA can ask for the record at a roadside check.

2. Walkaround checks

1. Front view, mirrors, cameras and glass: nothing blocking the view, windscreen not damaged (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

2. Windscreen washers and wipers work and are in good condition (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

3. Dashboard warning lights working, including ABS, airbag (SRS), EBS, EPS, ESC, full beam and parking brake (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

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

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

5. Horn works (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

6. Footwell clear; service brake and parking brake work without excessive travel (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

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

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

8. Lights and indicators work; lenses fitted, clean and the right colour (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

9. Fluids, fuel and oil: levels correct, fuel filler cap secure, no leaks or puddles (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

10. Battery secure, in good condition, not leaking (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

11. Bodywork and doors: doors shut and secure, no sharp edges or loose panels (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

12. Tyres and wheels: legal tread, inflated, no deep cuts or visible cord, wheels secure (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

13. Load secure, right securing system, doors and tailgate lock (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

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

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

15. Exhaust not leaking, no excessive smoke or noise (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

16. Alternative fuel system: isolation switch located, no leaks (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

17. Number plates correct, secure and readable (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

18. Tow bar and trailer secure, electrics working, breakaway cable fitted (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

19. Other equipment, such as a tail lift or other loading equipment, secure, undamaged and working (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Lowest tread depth measured (mm)

If applicable: Below the legal minimum. Cars and light vans need at least 1.6 mm of tread across the central three-quarters of the tread and around the whole circumference (Highway Code, annex 6). You can get 3 penalty points for each tyre that is not safe and legal. Do not drive the vehicle until the tyre is replaced.

Photos of the front, back and both sides (photos: attach, or note the file names)

Four photos show the vehicle's condition at the start of the shift.

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)

3. Defects

Did you find any defects?

Answer No to record nil defects.

☐ Yes ☐ No

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

What is the defect and where? *

Can the vehicle be driven? * (choose one)

☐ Minor: safe to drive, report for repair ☐ Dangerous: do not drive

If applicable: Do not drive. DVSA says dangerous defects must be fixed before the journey continues. Tell your supervisor or fleet manager now.

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

Reported to

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

Result * (choose one)

☐ Nil defects

☐ Minor defects reported, safe to drive

☐ Dangerous defect: do not drive

4. Sign-off

Driver name *

Driver signature

Fleet manager or supervisor (if applicable)

Repair carried out and by whom (if applicable)

Date repaired (if applicable)

If applicable: The repair date is before the date of the check. Check both dates.

Supervisor signature (if applicable)