



victoriantransportassociation^{inc.}

Daily Commercial Vehicle Inspection Checklist



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Daily Commercial Vehicle

Inspection Checklist

The Daily Commercial Vehicle Inspection Checklist outlines the basic commercial vehicle safety check. It is recommended these checks be carried out by the driver at the beginning of each shift.

While the checklist has been designed to tick the boxes, it may also be used as an 'exception report'. When used as an 'exception report', the driver is required to place a cross in the box where a problem has been identified and provide details of the problem in the 'comments' column.

Which ever method is used, the driver must always sign and date the checklist.

DISCLAIMER:

The Victorian Transport Association has provided this information as a simple guide to the basic requirements we feel should be implemented. to minimise your risk under the relevant laws and regulations.

The Victorian Transport Association inc. does not state or imply by the publication of this guide that if implemented it will cover all your areas of risk under the relevant laws / regulations.

Each company / business that uses these as a guide should verify their individual needs against the laws and regulations that apply to their operation and where necessary verify this with their legal representatives.

For assistance in developing specific codes of practice for your business contact Latus Business Solutions on 03 8620 2800 or www.latus.com.au



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As a driver for *[insert name of company]* you are responsible for ensuring that the following checks are carried out at the beginning of your shift to ensure the vehicle is safe. To do this, you are required to indicate by ticking the boxes and signing the form provided at the back of this checklist, verifying that the vehicle is safe to the limits of the inspection undertaken.

It doesn't matter who maintains the vehicle, it is the **driver's** responsibility if the vehicle is not roadworthy. Make sure that your vehicle remains roadworthy by making daily and weekly checks. This includes identifying any maintenance issues that might result in the vehicle being unsafe to drive. If vehicle safety maintenance is required, ensure your supervisor is advised immediately so that appropriate action can be taken. Do not rely on others for any portion of this vehicle safety inspection. This checklist forms part of your daily work, or run sheet.

Where a driver is unable to rectify a fault, the driver must record the problem in the comments column. The signed and completed form should be handed to *[insert the person's name, position title or the name of the area]* prior to departure. A vehicle with faults must not leave the premises until it has been cleared by *[insert the person's name, position title or the name of the area]*.

Driver Name	
Date	
Prime mover/truck Registration	
Trailer Registration	
Driver's Signature	
Supervisor's Signature	



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Note: The following should be considered as the minimum standard for a daily commercial vehicle inspection checklist.

National Heavy Vehicle Accreditation System (NHVAS)

Description:

The Daily Check is a documented instruction of simple roadworthiness checks. The operator shall define when the inspection is carried out, by whom and how it is recorded. The individual completing the daily check shall acknowledge the vehicle to be roadworthy to the limits of the inspection.

Criteria: An operator would need to demonstrate the following:

- a) That there is a documented instruction detailing when the check is carried out, who carries it out and how the check is recorded.
- b) The Daily Check covers as a minimum the inspection of:
 1. Wheel and Tyres
 - Tyres for pressure (visual check) and tread integrity
 - Wheels security
 2. Lights and Reflectors
 - All lights, including clearance lights
 - All reflectors and lenses
 3. Windows, Mirrors and Wipers
 - Windows and Mirrors for security, damage and grime
 - Wipers and windscreen washers ensuring clear forward vision
 4. Structure and Bodywork
 - All panels and readily visible structural members secure
 - Leaks of any fluid (oil, fuel, air, water, refrigerant/coolant, hydraulic fluid, brake fluid or other)
 5. Brakes
 - Brake failure indicators
 - Pressure/vacuum gauges
 - Drain air tanks (full air and air-over- hydraulic systems only on rigids and articulated combinations. Buses and coaches excepted)
 6. On-Road Vehicle Fault Report
 - Any faults found during the Daily Check are to be recorded within the On-Road Vehicle Fault Report
- c) That the individual(s) who carried out the check understands that they are certifying that the vehicle is roadworthy to the limits of the inspection, when the vehicle leaves the yard or depot.

Note: Records for completion of the Daily Check may be retained in any format.

In addition to the recommended NHVAS Commercial Vehicle Inspection Checklist, you may wish to include some (or all) of the following items listed below into your company specific checklist.

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DAILY COMMERCIAL VEHICLE INSPECTION CHECKLIST:

You must to inspect your vehicle daily, using the following checklist

Engine Check		Comments
The power steering oil and brake fluid reservoir levels are OK and there are no visible signs of leakages	<input type="checkbox"/>	
The windscreen washer bottle has sufficient water	<input type="checkbox"/>	
Check engine oil level	<input type="checkbox"/>	
Check radiator coolant level	<input type="checkbox"/>	
There are no visible signs of wear or damage to hoses, belts and pulleys of (generator, alternator, and water pump)	<input type="checkbox"/>	
The battery is secured in place	<input type="checkbox"/>	

Wheels and Tyres Check		Comments
All the tyres are correctly inflated and free from external damage to the tread and sidewalls	<input type="checkbox"/>	
There is sufficient tread on all the tyres (that is, tread level is above the tread wear indicator or 1.5 mm)	<input type="checkbox"/>	
Remove any rocks found between dual wheels, and between the brake drum and wheel	<input type="checkbox"/>	
All the wheel nuts are tight and present	<input type="checkbox"/>	
Check if the vehicle sags to one side, the problem could be a flat tyre, overloading or incorrect loading, or a problem with suspension	<input type="checkbox"/>	

Lights and Reflectors Check		Comments
All lights are present and operating as intended (seek assistance if needed)	<input type="checkbox"/>	
All reflectors and lenses are in good condition (not faded, cracked or damaged) and are clean and visible	<input type="checkbox"/>	
Check brake lights and left and right indicators are operating correctly, (ask someone to help check these with you)	<input type="checkbox"/>	



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External Checks		<i>Comments</i>
All body panels and structures are secured and free of dangerous protrusions	<input type="checkbox"/>	
Check fuel level	<input type="checkbox"/>	
Check the top of containers for dunnage	<input type="checkbox"/>	
Check the number plates are fitted correctly, clean and clearly visible for a distance of 20 metres	<input type="checkbox"/>	
Check and secure the tarpaulin and all tie downs	<input type="checkbox"/>	
Check the trailer door or load doors are closed and fastened	<input type="checkbox"/>	
Check the tailgate, liftgate, sliding ramp and other equipment is put away ready for travel	<input type="checkbox"/>	
Check the trailer connections and couplings	<input type="checkbox"/>	
Check the load is properly loaded, and secure	<input type="checkbox"/>	
All the load restraint equipment is in a serviceable condition	<input type="checkbox"/>	
The load being carried is restrained as per company policy or at least to the current edition of the <i>Load Restraint Guide</i>	<input type="checkbox"/>	
Ensure you know your vehicle height (highest point to road level)	<input type="checkbox"/>	
There are no visible signs of fluid/oil leaks under the vehicle or other external parts of the vehicle	<input type="checkbox"/>	
Where required, mudflaps are present and securely fitted	<input type="checkbox"/>	
The exhaust system is free from leaks and securely fitted	<input type="checkbox"/>	



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In Cabin Checks		Comments
Always ensure there are no loose objects in the cabin before driving (these may wedge under foot controls, or obstruct your foot connecting with the brake, clutch, or accelerator)	<input type="checkbox"/>	
All windows and rear view mirrors are free from cracks, damage and grime, and provide a clear vision to the driver	<input type="checkbox"/>	
Check the horn	<input type="checkbox"/>	
Rear view mirrors have been adjusted to provide a clear and unobstructed view to the rear and sides of the vehicles	<input type="checkbox"/>	
The wipers and windscreen washers are operational	<input type="checkbox"/>	
The driver's seat is secure and adjusted to enable the driver to operate the controls	<input type="checkbox"/>	
The seatbelt to be used is functioning correctly and is free from any damage such as cuts and fraying edges	<input type="checkbox"/>	
With the ignition on, check all dashboard gauges and warning lights are working	<input type="checkbox"/>	
With the engine running ensure that all warning lights such as brake failure have extinguished	<input type="checkbox"/>	
The left and right indicators are working at the correct flash rate (a marked change to the normal flash rate may indicate a globe failure)	<input type="checkbox"/> <input type="checkbox"/>	
Hydraulic brakes , with the engine running, apply firm pressure to the brake pedal. The pedal does not travel all the way to the floor and the brake system failure indicator has not come on. Check the master cylinder fluid level	<input type="checkbox"/>	
Air brakes , with the engine running, apply the brake several times until the low pressure warning is activated. Build the air pressure to its maximum level before moving the vehicle. The vehicle must not be driven if the low air pressure warning system is not functioning	<input type="checkbox"/>	
Check the air intake filter is not clogged. Open the air tank taps, and check for oil in the air that comes out	<input type="checkbox"/>	



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Emergency and Safety Equipment		Comments
Ensure you have all the proper safety equipment in the vehicle, and it is in good working condition	<input type="checkbox"/>	
Fully charged fire extinguisher	<input type="checkbox"/>	
First aid kit (adequately stocked)	<input type="checkbox"/>	
If you drive a vehicle with a GVM over 12 tonnes you must carry in your vehicle 3, portable warning signals Warning signals must comply with the Australian Standard E38	<input type="checkbox"/>	
Spare fuses	<input type="checkbox"/>	
A serviceable jack	<input type="checkbox"/>	
A up to date list of emergency services telephone numbers	<input type="checkbox"/>	

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