
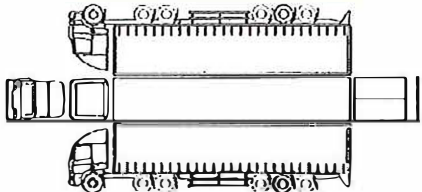


DRIVER HEAVY VEHICLE PRE-USE CHECK SUMMARY

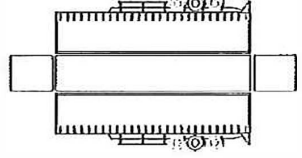
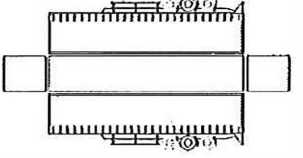
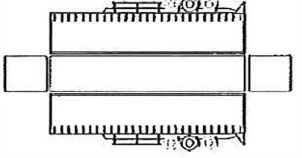
Driver Name					Date				
Items to be checked on every shift:	<input checked="" type="checkbox"/>	Satisfactory	<input type="checkbox"/> Y/N	Yes or No	Vehicle 1	Vehicle 2	Trailer 1	Trailer 2	Trailer 3
	<input type="checkbox"/> X	Action Required	<input type="checkbox"/> N/A	Not Applicable					
General Items									
Do you understand how the safety features operate if fitted to this vehicle e.g. Park Brake Warning? Y/N (If no, do not use until shown by Transport Management. Confirm Yes when shown and understood).									
Driving Controls Condition – Wear and Operation									
“Park Brake Off/Door Open” Warning Device – is it fitted and operational? Test with care: apply foot brake, always re-apply brake once completed.									
Horn, Brakes, Reverse Alarm & Instrument Warning Devices – correct operation?									
Seat Belts undamaged and operating correctly? (Test seat belt off warning device) – Belts must be worn									
Signs and documentation displayed (plating certificate, height indicator, no smoking).									
Loose items – stowed securely in cab									
Tachograph – works correctly, 3x spare digital print rolls available?									
O Licence Disc – displayed and in date?									
Exhaust – visual check for condition and excessive smoke emissions									
Air Suspension – correct operations, set to normal ride height									
Vehicle Height Indicator – adjusted to correct height									
Accident Bump Cards MUST be carried at all times. Are these available in the cab Y/N?									
Is the vehicle fitted with a forward facing camera? If so does it power up and is it fitted securely?									
Mirrors – secure, undamaged and correctly aligned									
Brakes – ABS sequence correct									
Brakes – correct air pressure, correct operations, free from leaks									
All Fuel and Ad Blue tanks secure, cap in place and free from leaks									
Vehicle to Trailer air, electrical and ABS lines and connections secure and undamaged									
Trailer Coupling – secure, safety locking devices connected (clips/levers) TUG TEST CARRIED OUT Y/N									
Trailer Landing Legs – undamaged, secure, handle correctly stowed									
All lights, indicators and stop lights working clean and undamaged									
Confirm operation of NS/F proximity warning sensors during shift (warning lamps and audible (where fitted))									
Confirm operation of rear proximity warning sensors during shift (warning lamps and audible (where fitted))									
Reflectors and markings free from damage and clearly visible									
Number plates secure, legible and undamaged									
Trailer MOT disc displayed and in date									
Tyres – visual checks for inflation, tread wear, damage – sidewall cuts &/or bulges									
Wheel and wheel nuts – visual check for condition and security – yellow wheel nut indicators fitted to every nut, no movement evident									
Trailers fitted with 17.5 & 19.5 inch wheels. Wheel nut, wire figure of 8 clips fitted to all nuts and secure. These clips replace yellow indicators									
Spray suppression – wings and flaps fitted and undamaged									
Vehicle Bodywork (including cab), steps, handles, curtains, doors, locks, sideguards, underruns, straps – safe and roadworthy									
Where fitted ensure correct operation of Ground Coupling System, stowage, air leaks and warning light operation									
Windscreen Undamaged – Wipers and washers working correctly									
Free from obstructions in the swept area of windscreen or on the dashboard area e.g. satnav, phones etc. Y/N									
Fluid Levels – sufficient engine and hydraulic equipment oil, coolant, fuel, screen wash, Ad Blue									
Load secured adequately									
Ancillary/Specialist Equipment Section (Refrigeration, Tall Lifts, Cranes, Truck Mounted FLT, Moving Floors, Demounts, Skeletals)									
Secured and undamaged									
Operates correctly									
Warning lights and devices operate correctly, signs in place									
Safety devices, locking mechanisms, legs/stands – in place, secure and operate correctly									
Free from leaks – air, fluid, gas									
Power Supplies – conditions of leads and sockets									
Slam lock system									
Twist house locks									
Twist house housing									
Tail Lift Switches Internal – secure and working									
Tail Lift Switches External – secure and working									
Tail Lift Footplate – secure and working									
Defect Report Summary									
Defect Book Reference Number									
I have followed the company equipment check and Defect Reporting Procedures in accordance with instructions and I confirm that all items have been properly checked and defects reported.					Signed:	Signed:	Signed:	Signed:	Signed:

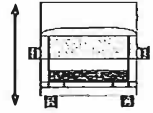
NEW DAMAGE ACCIDENT REPORT

TO BE COMPLETED IN THE EVENT OF ANY NEW DAMAGE

VEHICLE/TRAILER 1	VEHICLE/TRAILER 2
	

USE SCHEMATIC DRAWINGS ABOVE TO SHOW DAMAGE TO ARTICS OR RIGIDS AND DRAWINGS BELOW FOR DRAWBAR TRAILERS, ADDITIONAL TRAILERS OR DEMOUNT BOXES USED DURING YOUR DAY

DEMOUNT BOX/ DRAWBAR/ TRAILER	DEMOUNT BOX/ DRAWBAR/ TRAILER	DEMOUNT BOX/ DRAWBAR/ TRAILER
		
ADDITIONAL INFORMATION	LOCATION & TIME DAMAGE OCCURRED	
	LOCATION & TIME DAMAGE OCCURRED	

DEFECT NOTE NUMBER					
DRIVER TO CHECK VEHICLE HEIGHT BEFORE LEAVING SITE			HEIGHT CONVERSION TABLE (feet and inches to metres)		
THIS VEHICLES HEIGHT BEFORE LEAVING SITE IS:			16'-6"=5.03M	14'-0"=4.27M	11'-6"=3.51M
FEET	INCHES		16'-0"=4.88M	13'-6"=4.12M	11'-0"=3.36M
METRES	CM		15'-6"=4.73M	13'-0"=3.97M	10'-0"=3.05M
		15'-0"=4.58M	12'-6"=3.81M	09'-0"=2.75M	
		14'-6"=4.42M	12'-0"=3.66M	AVOID BRIDGE STRIKES CHECK YOUR HEIGHT	
THIS VEHICLES HEIGHT BEFORE LEAVING SITE IS:		THIS VEHICLES HEIGHT BEFORE LEAVING SITE IS:			
FEET	INCHES	FEET	INCHES		
METRES	CM	METRES	CM		

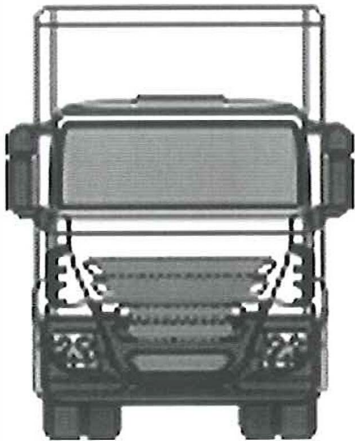
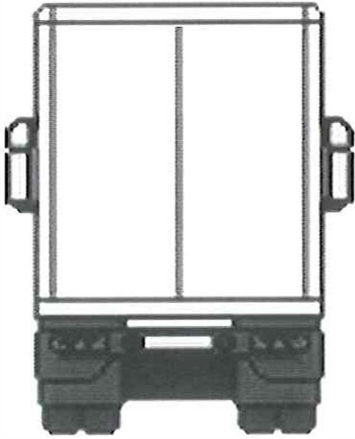
DECLARATION: I agree to comply with:			
<ul style="list-style-type: none"> The required minimum rest periods Drivers hours and working time regulations Current European tachograph regulations (including carrying driver card, historical charts) 24-7 policy to report all defects and damage to the vehicle, trailer and equipment to my line 			
DRIVERS manager SIGNATURE			
OPS13 DEBRIEFED BY MANAGER			
PRINT		SIGNATURE	

Run Sheet OP's 13 A

Run Sheet OP's 13 A			
Date	Drivers Name	Vehicle Reg	Trailer Number
Start Mileage / Kilometers		Fuel Used In Ltrs	
Finish Mileage / Kilometers		Ad-Blue Used	
Total Mileage / Kilometers			
Drivers Start Time		Depart Depot Time	
Drivers Finish Time		Return Depot Time	
Total Hours		Drivers Break	
		Time Break Taken	
Tolls		Congestion Charge	
Times Crossed In Shift		Time Entered	
Traffic Delays Throughout The Day			
Any Other Comments And Vehicle Defects			
PPE & UNIFORM MUST BE WORN AT ALL TIMES			
Driver Signature		Debrief Signature	

VEHICLE SCRATCH SHEET

ALL EXISTING DAMAGE ON THE VEHICLE MUST BE MARKED BELOW



ADDITIONAL NOTES

E.G. Condition of cab or any additional notes.

DRIVER DETAILS

THIS DOCUMENT MUST BE HANDED INTO THE OFFICE OR LEAD DRIVER

DRIVER NAME		Date:	
DRIVER SIGNATURE			
DEBRIEF NAME		Date:	
DEBRIEF SIGNATURE			