

Compliance Document for Workplace Provided Transport.

Company		Vehicle Details:			
Contact No.		Plate:		Colour / Trim	
Mobile No.		VIN:		Reg Date	
Notes:					

Vehicle Documents

Operator's Licence		Valid Tax		Valid MOT	
Employers Liability Insurance		Company Vehicle Insurance		Driver Insurance	

The information above should be completed by the company and issued to the driver.

Driver Documents

PSV (if applicable)		Driving Licence	
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The company must check that the driver is suitably authorised to drive before the vehicle is surrendered to them.

Safety Inspection Checklist.

It is the responsibility of the driver to check the vehicle is safe before driving on any UK road. All faults must be reported.

Check No.	Item Inspected	✓ x	Check No.	Item Inspected	✓ x
1	Driver's Seat		25	Condition of tyres	
2	Seat Belts		26	Bumpers	
3	Mirrors and Vision devices		27	Spare wheel	
4	Glass and view of road		28	Condition of Chassis	
5	Accessibility features		29	Wings and wheels arches	
6	Windscreen washers and wipers		30	Vehicle to trailer coupling	
7	Speedometer / Tachograph		31	Speed Limiter	
8	Horn		32	Electrical Wiring and equipment	
9	Driving Controls		33	Engine and transmission mountings	
10	Steering Control		34	Oil and waste leaks	
11	Service brake pedal		35	Fuel tank and system	
12	Service break operation		36	Exhaust and waste system	
13	Pressure / Vacuum warning and build up		37	Steering	
14	Mechanical / Electrical park brake		38	Suspension	
15	Hand operated brake control valves		39	Axles, stub axles and wheel bearings	
16	Drivers accommodation		40	Transmission	
17	Passenger entrance steps and platforms		41	Additional breaking devices	
18	Emergency exits		42	Brake system and components	
19	Registration Plates		43	Reflectors and rear markings	
20	Security and body		44	Lights	
21	Exterior of body inc. luggage compartments		45	Indicators and warning lamps	
22	Exhaust Emissions		46	Aim of headlights	
23	Road wheels and hubs		47	Ancillary equipment	
24	Size and type of tyres		48	Other dangerous defects	

**Please note some checks can only be performed by qualified staff.
Please use NA for checks NOT completed ✓ for item ok, or x for item is faulty.**