**DRIVERS WEEKLY JOURNEY LOG & CHECK LIST**

(Return to Line Manager at end of week)

**Vehicle Name/Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle Registration** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fuel Card No** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fuel Type** Diesel/Petrol/Electric/Other **Mileage** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALL VEHICLE USE MUST BE FOR APPROVED UNIVERSITY BUSINESS ONLY

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | | **Mileage** | | **Journey Details** | **Fuel In (Litres)** | **Driver** | | **Daily Check Complete** |
|  | Start | End | Start | End |  |  | Name | Signature |  |
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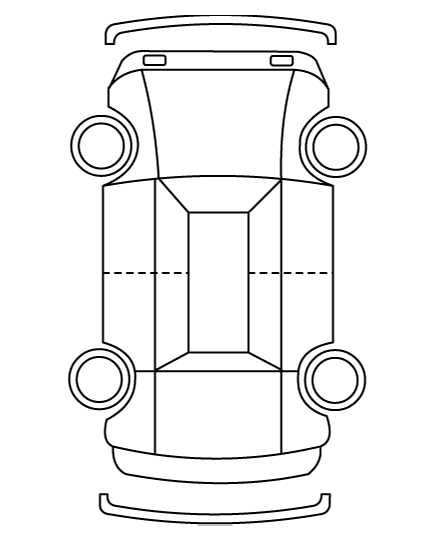
Daily Checks - All lights working; Tyres safe and legal; Windscreen undamaged and clear to drive; Bodywork and trim secure; Tail lifts, refrigeration, winches etc operate effectively.

**The following vehicle checks are to be undertaken on a weekly basis for use of the first working day.**

Date of Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark each item as:  Satisfactory X Defective/Missing N/A Not Applicable

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fluids** | | | **Lights/Electric** | | | **External Condition** | | | **Internal Condition** | |
|  |  |  | |  |  | |  |  | |  |
| Engine Oil |  | Indicators | |  | Door/Wing Mirrors | |  | Seat Belts | |  |
| Brake |  | Side Lights | |  | Wiper Blades | |  | First Aid Kit | |  |
| Clutch |  | Headlights (Dipped) | |  | Screen Washers | |  | Fire Extinguisher | |  |
| Power Steering |  | Headlights (Main) | |  | Tyre Pressure | |  | Head Restraint Adjustment | |  |
| Auto Transmission |  | Number Plate | |  | Tyre Wear | |  | Torch | |  |
| Screen Wash |  | Reversing | |  | Tyre Damage | |  | Warning Triangle | |  |
| Fuel (Min ¼ full) |  | Warning Lights | |  | Spare Wheel | |  | General Bodywork | |  |
| Coolant |  | Horn | |  | Cleanliness of number plate, windows, lights | |  | Road Fund Licence | |  |
|  |  | Windscreen Wipers | |  | Security of roof-rack, tail lift, winch, refrigeration etc | |  | A copy of the ‘Motor Incident Report Form’ | |  |
|  |  | Battery | |  | Door Locking | |  |  | |  |

**Comments:** Damage noted, repairs due etc 

Mark on diagram any damage and date noted 