

## Vehicle Induction checklist.

Plant Number \_\_\_\_\_

Registration \_\_\_\_\_

Driver Name \_\_\_\_\_

- Vehicle Operators Manual
- DRL's or 'Headlights On' feature, function and purpose.
- Spare wheel, jack and tool kit location.
- Fuel filling point - location and access
- Oil/ water and windscreen washer check points.
- Tyre pressure checks / How to check wear indicators – including spare.
- Cargo barrier (where applicable) Must remain in place.
- Additional safety features:
  - ABS
  - ESC
  - Air Bag type/ location
- Cabin features,
  - Indicator/ windscreen wiper and park brake location.
  - Climate control
  - Cruise control
  - Reverse camera and parking sensors
  - Radio controls and features
- Fuel card features and functions (correct odometer reading and signature is required at point of purchase).
  - SHRCC Card – Fuels can only be purchased from SHRCC Depot
  - Caltex card - fuel purchases can only be made at Caltex Starcard accepted locations.
  - Fuel type – **Note:** cards are restricted – Premium fuels cannot be purchased.
    - ULP
    - E10
    - Diesel
  - Top up oils may also be purchased on card.
  - Fuel docket must be kept for two calendar months.
- Log Book – All individual business use details must be entered. No cumulative entries
- First and subsequent service intervals. Contact for Workshop T'Leader to arrange service.
- Road side assistance. Contact in event of breakdown.

***The above features have been explained to me and I fully understand the purpose and functions of this vehicle.***

Signed \_\_\_\_\_

Date \_\_\_\_\_