

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 dockets 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 _____