



Shell Commercial Fleet

# VEHICLE INSPECTION CHECKLIST

VEHICLE NO:

DRIVERS NAME:

ODOMETER (KMS):

TRAILER NO:

## EXTERNAL

### NO FUEL, OIL, WATER LEAKS

### CHECK FLUID LEVELS OF

- ☐ Engine oil
- ☐ Brake fluid
- ☐ Clutch fluid
- ☐ Power steering fluid
- ☐ Auto transmission fluid (if applicable)

### CHECK WATER LEVELS OF

- ☐ Radiator header tank and coolant
- ☐ Check radiator cap is closed
- ☐ Windscreen wiper/washer reservoir
- ☐ Battery fluid

### CHECK ELECTRICS

- ☐ Headlights working
- ☐ Brakelights working
- ☐ Indicators working
- ☐ Reverse lights working
- ☐ High intensity rear lights working

### TYRES

- ☐ Check pressure correct
- ☐ Tread depth minimum 1.6mm
- ☐ Tread pattern matches
- ☐ No deep cuts, lumps, bulges, tears, ply exposure

### VEHICLE BODY

- ☐ No damage
- ☐ Load security
- ☐ Lights and reflectors clean

### ANY OTHER DEFECTS NOTED (WRITE **NIL** IF NONE FOUND):

## INTERNAL

### ANY NOTICEABLE DAMAGE

### INSTRUMENTS AND GAUGES

- ☐ Fuel level
- ☐ Oil pressure
- ☐ No red warning lights remain on

### CONTROLS

- ☐ Brakes
- ☐ Windscreen wipers

### AC/RADIO

- ☐ Air conditioning working
- ☐ Radio working

### WINDSCREEN/WINDSCREEN WIPERS

- ☐ Windscreen wipers
- ☐ Windscreen - clean and unobstructed

### SEATS, SEAT BELTS AND MIRRORS

- ☐ Drivers seat position and seatbelt
- ☐ Passenger seats and seatbelts
- ☐ Mirrors
- ☐ Head rests

### EMERGENCY EQUIPMENT

- ☐ Jack and accessories
- ☐ High visibility jacket/vest
- ☐ First aid kit
- ☐ Hazard warning triangle

### TRAILER (IF APPLICABLE):

- ☐ No damage
- ☐ Brake hoses
- ☐ Electrical Connections
- ☐ Coupling security

### DRIVERS SIGNATURE:

REPORT ACCEPTED BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_