



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 \_\_\_\_\_