



ABN:77626194992

Mechanical Engineering • Electrical Engineering • Automation • Air Conditioning • BMCS • DDC

VEHICLE PRE-START CHECKLIST

Employees driving a Company Motor Vehicle are required to complete a PRE-START CHECKLIST.

The completed checklist will need to be submitted when you return the keys or at the beginning of the week with your timesheet.

Checklist:				Date:	Initial:
Engine oil and coolant levels – sufficient					
Windshield and mirrors - clean with no cracks					
Doors and windows - clean with no cracks					
Parking brake - correctly applies					
Tires - wear and pressure (including - Spare tyre - wear and pressure sufficient)					
Wheel nuts tight - 20% check					
Licence plates - complete and clean					
Check for cleanliness and damages (interior and exterior)					
Fuel level, gauges, and dash warning lights - all working					
Windshield wipers - present and working					
Horn - working					
Head lights, taillights, turn signals, hazards - working, no cracks					
Condition of seat belts - sufficient					
Emergency equipment:	First aid kit complete				
	Fire extinguisher - tagged and full				
	Jack, wrench and spare tire - present				
	Warning triangle - present				
NOTES:					
Name:		Registration:	KMS:	Signed:	Date: