

Vehicle Registration:

MONTHLY VEHICLE CHECK PROCEDURES

To be completed by allocated staff member

- Please tick if checked OK...
- ...and cross if not (+ add comments)

- **FUEL LEVEL**
AT LEAST ½ tank of fuel should remain in vehicle.
- **BROKEN LIGHTS**
Check that all lights are functioning correctly including brake lights, assistance may be required checking the latter.
Report any failures immediately for rectification.
- **INDICATORS**
Check that all indicators are functioning correctly, assistance may be required checking the latter.
Report any failures immediately for rectification.
- **WINDSCREEN WIPERS**
Check that all wipers are functioning correctly. Report any failures immediately for rectification.
- **TYRES**
A visual inspection of the tyres is recommended as well as checking pressures.
The pressures should only be checked (including the spare) when the tyres are cold.

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- **VISUAL INSPECTION OF BODYWORK**
Thoroughly check that all is in order. Report any damage immediately for rectification.
- **ENGINE OIL LEVEL (Scheduled on Monthly Check, but additional weekly inspection is advisory)**
Check the oil level using the manual dipstick with the vehicle on a level surface and at least ten minutes after having switched off the engine.
The level should be midway between the MIN and MAX marks on the dipstick.
Top up if necessary - **Never exceed the maximum level.**
- **RADIATOR COOLANT LEVEL (Scheduled on Monthly Check, but additional weekly inspection is advisory)**
Checking the level and topping up should always be done when the engine is cold.
Engine hot: Wait at least fifteen minutes after stopping the engine or until the engine temperature falls well below 100 degrees centigrade. Then slowly undo the cap to allow the pressure to drop, using a cloth for example, for your own protection.
The coolant fluid level should be between the MIN and MAX marks on the header tank.
- **BRAKE FLUID (Scheduled on Monthly Check, but additional weekly inspection is advisory)**
Check that the fluid reservoir is full.
Top up if necessary.
If the warning lamp should come on while you are driving, the vehicle must not be used until the reason is established and fault rectified.
- **WASHER BOTTLE**
Top up using the additive provided, in the ratio as recommended on the container.
Thoroughly check that all is in order. Report any damage immediately for rectification.

