Walkaround check: minibus

Tick ✓ OK or ✗ Defect for every item and write any defect below. Write N/A if the item is not fitted.

Registration		Fleet no.	

Check	OK	Defect
1. Driver card / tachograph ready for use where fitted		
2. Speed limiter plate fitted & valid		
3. Front view, glass, mirrors & cameras clear		
4. Windscreen wipers / washers condition & operation		
5. Dash warning lights, gauges & warning systems checked		
6. Steering operation & condition		
7. Horn working		
8. Service brake & parking brake checked		
9. Driver's seat, seatbelt & cab area safe		
10. No smoking signs displayed in the cab & saloon		
11. Height notice displayed in the cab & correct where fitted		
12. Electronic ticket machine working where fitted		
13. Passenger doors & steps open, close & lock correctly		
14. Emergency exit clear, marked & opens correctly		
15. Emergency glass hammers present where fitted		
16. Passenger seats & seatbelts secure & working		
17. Bell pushes, stop & destination signs working where fitted		
18. Heating, ventilation, windows & demister working		
19. Interior & step lights working		
20. Saloon floor, gangway & fittings secure		
21. Wheelchair ramp or lift, space & restraints working where fitted		
22. Fire extinguisher present, in date & secure		
23. First aid kit present & complete		
24. Lights, indicators, hazards, stop lamps & reflectors checked		
25. Fuel, oil, coolant, AdBlue & battery checked for leaks / defects		
26. Exhaust system secure & no excessive smoke		
27. High voltage cut-off switch & components checked where fitted		
28. Alternative fuel system, isolation switch & leaks checked where fitted		
29. Bodywork, doors & bumpers secure		
30. Tyres visual check for inflation, damage & tread		
31. Wheels & wheel nuts checked		
32. Number plates present, clean & readable		
33. Operator licence or permit disc displayed & readable		
34. Ancillary equipment secure & working where fitted		
35. General roadworthiness & condition		

No defects found (nil report) ☐

Defects / comments Item number and what is wrong

Driver name		Signature	
Date		Time	
Mileage		Reported to	