

**Pre-Journey Checks to be made by the Driver Daily Whilst the Vehicle is in Use Policy**

Duncan's asks all drivers to perform routine vehicle checks and complete a Weekly Defect Report (as shown). All checks are common and relate to the roadworthiness of the vehicle, for which you are legally responsible.

**Duncan Private Hire**

**Weekly  
DRIVERS' VEHICLE DEFECT REPORT  
(PASSENGER VEHICLES)**

DATE:			DRIVER'S NAME:			
VEHICLE No:			FLEET / SERIAL No:			
ODOMETER READING:		Start	Finish			
DAILY OR SHIFT CHECK (TICK OR CROSS)						
Fluid Level's						
Oil / Water / Washers / Brake / Clutch / Steering		Wipers		Mirrors		
Battery (if easily accessible)		Washers		Steering		
Tyres and Wheel Fixings		Horn		Heating / Ventilation		
Brakes		Glass		Lights		
Doors and Exits		Reflectors		Body Interior		
Indicators		Body Exterior		Excessive Engine Exhaust Smoke		
Fire Extinguisher		First-Aid Kit		Emergency Exit Hammer		
REPORT DEFECTS HERE:-			RECTIFIED:-			
<b>If no defects found tick box</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					Driver's Signature	
					.....	

Defects rectified by: .....

Signature: ..... Date: .....