

Duncan Private Hire Vehicle Familiarisation Checklist

Date:

Vehicle used:

Driver:

Signed (Assessor/Trainer):

Signed (Driver):

All Drivers must complete on receipt of a new vehicle

Outside the vehicle:

- Fuel (Petrol or diesel and the operational differences)
- Fuel cap (Locked - which key?)
- Lights (including reversing and fog lights)
- Door locks
- Tyre condition
- Tyre pressures (weekly check)
- Mirrors
- Reversing lens

Under the bonnet:

- Engine oil level/dipstick
- Engine coolant level
- Brake/clutch fluid level
- Windscreen washer fluid
- Power steering fluid level

Passenger safety:

- Seatbelts
- Headrests
- Armrests
- Passenger lift
- Manual operation of lift
- Ramp
- Fold-out step
- Wheelchair restraints
- Wheelchair passenger restraints
- Power control doors
- Removable seating

Passenger comfort:

- Ventilation
- Heating system
- Interior lights
- Radio/CD player/cassette
- Roof vents
- Windows

Emergency/accident:

- First aid kit (list of contents)
- Fire extinguisher (s)
- Battery cut-off
- Fuel cut-off
- Mobile telephone/radio for emergency assistance

The controls:

- Lights (side/dip/full beam)
- Fog lights (front and rear)
- Horn
- Indicators
- Hazard warning
- Reversing bleeper
- Passenger lift power switch
- Windscreen wipers and washers
- Starting procedure
- Foot pedals
- Rear spotlight
- Interior lights
- Gear lever/gear configuration

Warning lights/status indicators

- Fuel
- Oil
- Handbrake
- Direction indicators
- Passenger lift power
- ABS

Driver's seat:

- Adjustment
- Mirrors
- Ventilation/heating
- Driver's blind

Notices and signs:

- Vehicle dimensions
- Tyre pressures
- Emergency Exits
- Passenger and wheelchair capacity
- Speed Limiter

Breakdown cover:

- Breakdown/recovery service documents

Paperwork:

- Tax disc
- Permit disc
- Blue badge
- Log sheet
- Accident report form
- Vehicle instruction book