

Daily Pre-Journey Vehicle Checks Policy

To ensure the safety of all passengers and the legal roadworthiness of each vehicle, **Duncan's requires all minibus drivers to carry out daily pre-journey checks** whenever the vehicle is in use.

Drivers must inspect essential safety and operational components before setting off and record any issues in the **Weekly Defect Report** (template provided).

These routine checks are straightforward but critical, and they help prevent breakdowns, ensure compliance with the law, and maintain the high safety standards expected by Duncan's.

Daily Pre-Journey Checklist

(To be completed by the driver before each journey)

Exterior Checks

- Tyres: Proper inflation, no visible damage, sufficient tread
- Lights: Headlights, brake lights, indicators, and hazard lights working
- Mirrors: Clean, secure, and correctly adjusted
- Windscreen & Windows: Clean and free from damage
- Wipers & Washers: Operational with sufficient fluid
- Doors: Open and close securely
- Bodywork: No obvious damage or loose panels

Interior Checks

- Seatbelts: Present, working, and undamaged for all seats
- Horn: Operational
- Heating/Demisting: Working correctly
- Emergency Exits: Clearly marked and accessible
- First Aid Kit: Present and stocked
- Fire Extinguisher: Secure and in working order
- Floor Area: Clear of obstructions

Operational Checks

- Brakes: Functioning normally (including handbrake)
- Steering: Responsive and smooth
- Fuel Level: Adequate for the journey
- Oil Level: Within recommended range
- Coolant Level: Adequate
- Dashboard Warning Lights: None illuminated improperly

Weekly Defect Report Form

| Week Beginning: _____ | Vehicle Reg. No.: _____ | Driver Name: _____ |

Date	Defect Noted (if any)	Action Taken	Signed
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Note: Any defect affecting safety **must be reported immediately** to your supervisor and the vehicle must **not be used until repaired**.