



Van daily check sheet

Daily check for vans and light commercial vehicles. Short enough to be done properly every day.

VEHICLE REGISTRATION	DRIVER NAME	DEPOT
DATE	ODOMETER	

OUTSIDE

	OK	DEFECT	N/A
Lights, indicators and stop lamps	☐	☐	☐
Tyres: condition, tread and inflation	☐	☐	☐
Mirrors and glass	☐	☐	☐
Bodywork, doors and load area	☐	☐	☐
Registration plates clean and legible	☐	☐	☐
Leaks beneath the vehicle	☐	☐	☐
Load secure and within capacity	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

INSIDE

	OK	DEFECT	N/A
Seat belts	☐	☐	☐
Horn	☐	☐	☐
Wipers, washers and demist	☐	☐	☐
Warning lamps and gauges	☐	☐	☐
Brakes feel normal	☐	☐	☐
Fuel or charge level	☐	☐	☐
Documents and safety equipment carried	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

DEFECTS FOUND

ASSESSMENT

Completed by the person the defect was reported to, not the driver.

Safe to use	☐
Vehicle off road — do not use until repaired	☐

ACTION TAKEN

RECTIFICATION

REPAIRED BY	DATE COMPLETED

SIGNED OFF AS ROADWORTHY BY

SIGNATURE

SIGN-OFF

NIL DEFECTS FOUND (TICK)	DRIVER SIGNATURE	DATE
REPORTED TO	DATE REPORTED	VEHICLE RETURNED TO SERVICE (DATE)