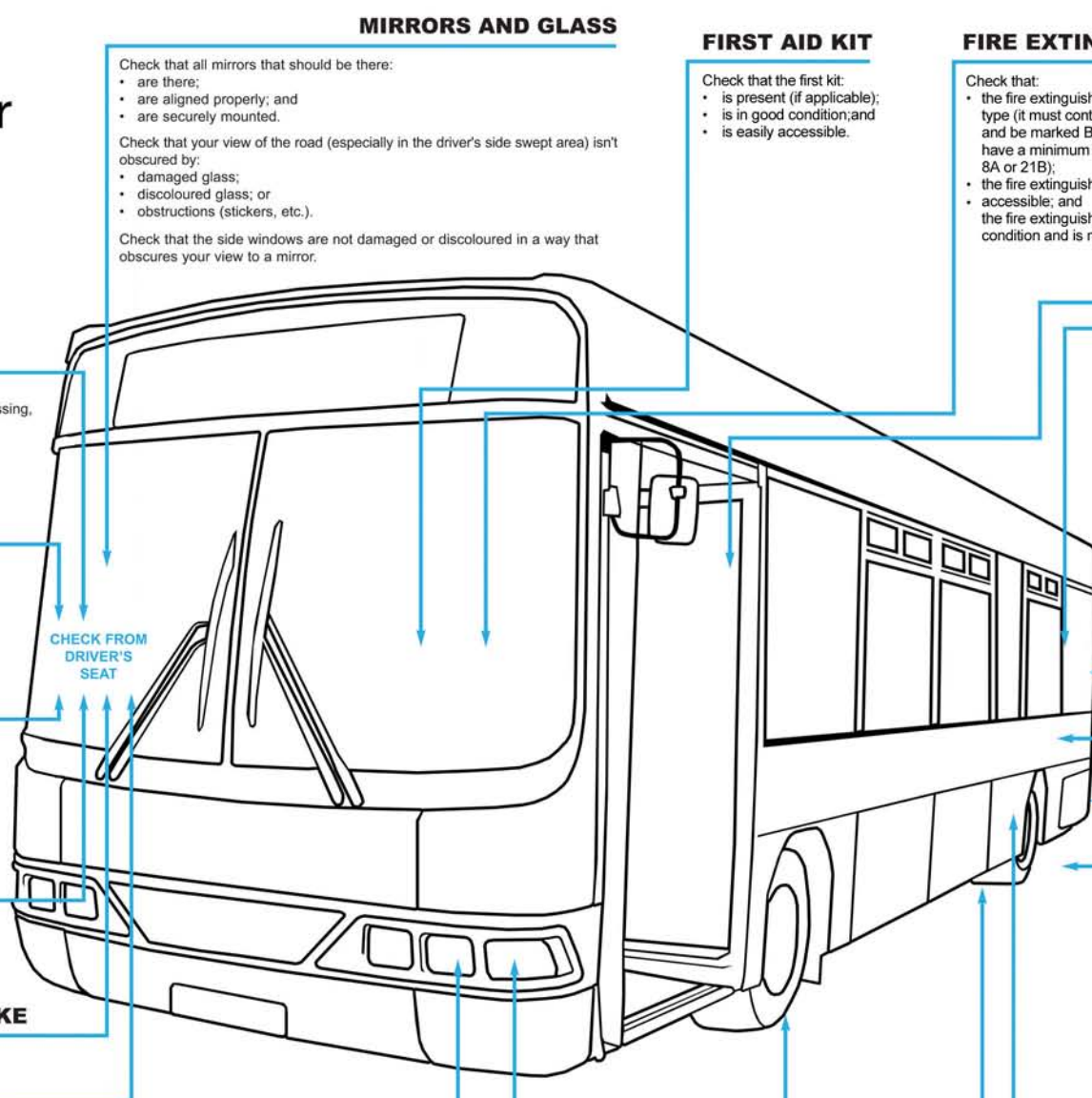




# Vehicle & Operator Services Agency



## MIRRORS AND GLASS

- Check that all mirrors that should be there:
- are there;
  - are aligned properly; and
  - are securely mounted.
- Check that your view of the road (especially in the driver's side swept area) isn't obscured by:
- damaged glass;
  - discoloured glass; or
  - obstructions (stickers, etc.).
- Check that the side windows are not damaged or discoloured in a way that obscures your view to a mirror.

## FIRST AID KIT

- Check that the first kit:
- is present (if applicable);
  - is in good condition; and
  - is easily accessible.

## FIRE EXTINGUISHER

- Check that:
- the fire extinguisher is of the correct type (it must contain water or foam and be marked BS 5423 or EN3 and have a minimum fire rating of at least 8A or 21B);
  - the fire extinguisher is easily accessible; and
  - the fire extinguisher is in good condition and is not discharged.

## DOORS AND EXITS

- Check that:
- doors/emergency exits are fully operational, secure when shut (not jammed shut) and can be opened to their fullest extent; and
  - emergency exit markings are present and clearly visible - lights are operational.

## BRAKES

- Check that:
- the service brake pedal doesn't have excessive side play or missing, loose or incomplete anti-slip provision; and
  - the parking brake works as intended.

## WINDSCREEN WIPERS AND WASHERS

- Check that:
- wipers move continually when switched on;
  - wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers; and
  - washers point at screen and are operational.

## HEATING/VENTILATION

- Check that:
- any forced-air ventilation systems are effective;
  - any ventilators, windows and roof hatches are secure;
  - more than half of the ventilation system is operational (when not a forced-air system); and
  - de-mister equipment works effectively.

## HORN

- Check that:
- horn control is easily accessible from driver's seat; and
  - horn unit works when control is operated.

## EXCESSIVE ENGINE EXHAUST SMOKE

- Check that:
- the exhaust doesn't emit excessive amounts of smoke.

## STEERING

- Check steering for excessive play.
- When checking for leaks underneath vehicle, check the major steering components to ensure that they are present and undamaged.

## LIGHTS AND INDICATORS

- Check that:
- all lights and indicators work correctly in all their modes of operation (including 'hazard');
  - all lenses are present, not dirty and are of the correct colour;
  - stop lamps come on when the service brake is applied and go out when released;
  - marker lights are present and working (where applicable); and
  - all dashboard warning lamps work correctly (e.g. the ABS warning lamp, full headlamp warning lamp, parking brake warning lamp, etc.).

## TYRE AND WHEEL FIXING

- Check as much of each tyre or wheel as you can see. There must be:
- minimum tread depth of 1mm;
  - sufficient inflation of each tyre;
  - no deep cuts in the sidewall;
  - no cord visible anywhere on tyre; and
  - no missing or insecure wheel-nuts.

## BATTERY (IF EASILY ACCESSIBLE)

- Check that:
- battery is held securely in place by the correct means, not by its cables; and
  - battery is not leaking and caps are fitted.

## BODY INTERIOR

- Check that:
- no exits are obstructed;
  - nothing that a passenger may walk on in normal use will collapse or is defective or insecure;
  - retractable steps work correctly;
  - seats are all secure, undamaged and retract automatically when not in use (if designed to do so);
  - parcel racks, grab rails, stanchions, guard rails, padded backrests and barriers are all in place (when known to be originally fitted) and are secure;
  - engine interior covers are present and in a condition that doesn't allow fumes to enter the passenger compartment;
  - interior lights are all present and working;
  - wheelchair lifts/ramps (where installed) are working correctly; and
  - ancillary equipment is not in a condition likely to endanger passengers.

## EMERGENCY EXIT HAMMER

- Check that:
- the hammer is present and readily accessible.

## BODY EXTERIOR

- When checking for leaks under the vehicle, look at the chassis to ensure that there is nothing insecure or heavily worn, corroded or cracked.
- Check that:
- body panels, luggage compartment doors and access doors don't have jagged edges or are insecure; and
  - luggage compartment doors and access doors are secure when closed.

## REFLECTORS

- Check that the reflectors are not:
- obscured;
  - missing;
  - broken; or
  - of the wrong colour.

## FUEL, OIL AND WASTE LEAKS

- With engine on, check:
- underneath vehicle for any leaks of fuel or oil;
  - that fuel filler cap is properly secured; and
  - that there is no waste leaking which would cause danger to other road users.

If leaks are detected that aren't fuel or oil, trace the cause (i.e. power steering fluid, water, waste, etc.).