

ODU Pre-Departure Checklist

(Cars and Light Trucks)

Pre-departure inspection checklist for vehicles operated regularly

Vehicle registration		Week beginning	
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Item	O.K ✓ Defective ×						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Name of person conducting the check							
Interior check <ul style="list-style-type: none"> Check no unexpected or suspicious items located Seatbelts are serviceable and accessible to all passengers 							
Lights and reflectors <ul style="list-style-type: none"> Check all lights (headlights, front park/side lights, tail lights, brake lights, reversing lights, turn signal indicator lights, number plate light) for working order 							
Regulation signs and labels <ul style="list-style-type: none"> Inspection label, licence number plate (if required), and no-smoking sign are affixed and clearly visible Check vehicle is currently registered 							
Mirrors, windows and windscreens <ul style="list-style-type: none"> Check mirrors are securely mounted Windscreens, windows and mirror surfaces are clean and checked for damage 							
Wheels, tire and rims <ul style="list-style-type: none"> tire pressure and tread integrity Wheels, rims and retaining rims Wheel security (loose or missing wheel nuts) 							
Horns and signals <ul style="list-style-type: none"> Horn is in working order Audible reversing signal (if applicable) 							
Wipers and washers <ul style="list-style-type: none"> Wipers are in working order and do not obstruct driver's forward vision Windscreen washers have sufficient fluid to ensure clear forward vision 							
Oils/fuel/water <ul style="list-style-type: none"> Check levels Ensure no leaks of oil, fuel, water, refrigerant/coolant, hydraulic fluid or brake fluid 							
Structure and bodywork <ul style="list-style-type: none"> All panels and readily visible structural members are secure 							
Brakes <ul style="list-style-type: none"> Brake failure indicators are in working order Check brake application whilst moving prior to departure 							
Initials of person undertaking check on completion of check							

Note: If defect found, complete fault report form (Form 2.3) and submit to Responsible Person.