# ODU Pre-Departure Checklist

(Cars and Light Trucks)

Pre-departure inspection checklist for vehicles operated regularly

<table>
<thead>
<tr>
<th>Item</th>
<th>O.K ✓</th>
<th>Defective ×</th>
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<tr>
<td></td>
<td>Mon</td>
<td>Tues</td>
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Name of person conducting the check

Interior check
- Check no unexpected or suspicious items located
- Seatbelts are serviceable and accessible to all passengers

Lights and reflectors
- 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
- 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
- Check mirrors are securely mounted
- Windscreens, windows and mirror surfaces are clean and checked for damage

Wheels, tires and rims
- Tire pressure and tread integrity
- Wheels, rims and retaining rims
- Wheel security (loose or missing wheel nuts)

Horns and signals
- Horn is in working order
- Audible reversing signal (if applicable)

Wipers and washers
- 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
- Check levels
- Ensure no leaks of oil, fuel, water, refrigerant/coolant, hydraulic fluid or brake fluid

Structure and bodywork
- All panels and readily visible structural members are secure

Brakes
- 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.