

VEHICLE OPERATOR'S DAILY DEFECT REPORT		
Vehicle Type		
Vehicle Registration		
Vehicle Operator		
Date		
Roadworthiness defects must be cleared <u>before</u> the vehicle is used. ✓ = no defects		
Item	Checks	Remarks
General	Instruments, warning lights all working. Seat secure. Mirrors, windscreen, wipers, washers, horn, doors, locks, tools, jack.	
Brakes	Check function, foot pedal, hand brake, handlebar lever, adjustment, noisy operation.	
Steering	Check operation, play at wheel, wander, pull, position of handlebars.	
Lights	Check operation of headlamps (dip/main), tail, brake, number plate, indicators, condition of reflectors.	
Engine	Oil/Coolant/Brake/Clutch fluid levels. Screen wash reservoir. Leaks under vehicle. Battery connections. Exhaust smoke colour. Unusual noise.	
Transmission	Clutch and gear change function. Noise, engagement. Handlebar lever. Chain adjustment and lubrication.	
Wheels	Security of all wheel nuts/damage. Hubs. Lubrication of hubs.	
Tyres	Condition, tread/damage/pressure/spare.	
Body	Any visible damage, all nuts and bolts tight.	
Fuel	Fuel level, filler cap, damage, leaks.	
Suspension	Spring condition, vehicle attitude, shock absorber leaks.	
Statutory	Legal signs (speed/weight), identification, vehicle documents, road/radio licence. Log book.	
Safety	Seat belt/ safety helmet condition, other safety equipment.	