


Vehicle Post use check

version 1 – effective from 26th March 2026

<p>Booking Details</p> <p>Responsible Person: _____</p> <p>Organisation: _____</p> <p>Vehicle Registration: _____</p> <p>Date Returned: _____</p> <p>Time Vehicle Returned: _____:_____</p> <p>Driver Name: _____</p>	<p>Driver Declaration</p> <p><input type="checkbox"/> the vehicle has been returned in accordance with the Vehicle Loan Agreement</p> <p><input type="checkbox"/> any damage or issues have been reported</p> <p><input type="checkbox"/> the vehicle has been left secure.</p> <p><input type="checkbox"/> Keys have been returned to lockbox</p> <p><input type="checkbox"/> Vehicle has been returned full with fuel</p>
<p>Cleanliness</p> <p><input type="checkbox"/> Interior left clean and tidy</p> <p><input type="checkbox"/> Seats clean left clean and tidy</p> <p><input type="checkbox"/> Rubbish removed</p> <p><input type="checkbox"/> Exterior condition acceptable</p>	<p>Mechanical Issues</p> <p>Report any issues encountered during use:</p> <p><input type="checkbox"/> Warning lights appeared</p> <p><input type="checkbox"/> Mechanical issues experienced</p> <p><input type="checkbox"/> Breakdown occurred</p> <p>Details: _____</p>
<p>Vehicle Condition</p> <p>Check for any new damage:</p> <p><input type="checkbox"/> No new damage observed</p> <p><input type="checkbox"/> New damage identified (record below)</p>	<p>Photographs Required</p> <p>Take and upload to SmugMug photographs of:</p> <p><input type="checkbox"/> Front of vehicle</p> <p><input type="checkbox"/> Rear of vehicle</p> <p><input type="checkbox"/> Left side</p> <p><input type="checkbox"/> Right side</p> <p><input type="checkbox"/> Driver area</p> <p><input type="checkbox"/> Passenger area</p> <p><input type="checkbox"/> Dashboard with ignition on and fuel gauge visible</p>
	

Driver Name: _____

Signature: _____

Date: _____