


# Vehicle Pre-usage Check

*version 1 – effective from 26<sup>th</sup> March 2026*

<p><b>Booking Details</b></p> <p>Responsible Person: _____</p> <p>Organisation: _____</p> <p>Vehicle Registration: _____</p> <p>Date of Collection: _____</p> <p>Time Vehicle Collected: _____:_____</p> <p>Driver Name: _____</p>	<p><b>Driver Declaration</b></p> <p>Before driving the vehicle I confirm that:</p> <p><input type="checkbox"/> I am a Named Driver approved to drive this vehicle</p> <p><input type="checkbox"/> I hold a valid driving licence for this vehicle</p> <p><input type="checkbox"/> I meet the insurance eligibility requirements</p> <p><input type="checkbox"/> I understand the Vehicle Loan Agreement</p> <p><input type="checkbox"/> I understand that the vehicle may be fitted with dashcams and telematics</p> <p><input type="checkbox"/> I understand I may be required to identify the driver for traffic offences</p> <p><input type="checkbox"/> I confirm I am fit to drive and not fatigued, impaired or under the influence of alcohol or drugs</p>
<p><b>Exterior Safety Check</b></p> <p>Check the following before driving:</p> <p><input type="checkbox"/> Tyres appear inflated and undamaged</p> <p><input type="checkbox"/> No obvious tyre cuts or bulges</p> <p><input type="checkbox"/> Wheel nuts appear secure</p> <p><input type="checkbox"/> Mirrors present and secure</p> <p><input type="checkbox"/> Windscreen free from major damage</p> <p><input type="checkbox"/> Wipers appear functional</p> <p><input type="checkbox"/> Lights and indicators appear intact</p> <p><input type="checkbox"/> Number plates present and readable</p> <p><input type="checkbox"/> No obvious body damage affecting safe use</p>	<p><b>Interior Safety Check</b></p> <p><input type="checkbox"/> Seatbelts present and functioning</p> <p><input type="checkbox"/> Driver seat adjusted correctly</p> <p><input type="checkbox"/> Mirrors adjusted</p> <p><input type="checkbox"/> No dashboard warning lights showing</p> <p><input type="checkbox"/> Fuel level noted</p> <p><input type="checkbox"/> Vehicle appears clean and safe to use</p>
<p><b>Vehicle Documents and Equipment</b></p> <p>Confirm presence of:</p> <p><input type="checkbox"/> Insurance information</p> <p><input type="checkbox"/> Breakdown information</p> <p><input type="checkbox"/> First aid kit</p> <p><input type="checkbox"/> Fire extinguisher</p> <p><input type="checkbox"/> Warning triangle / safety kit</p>	<p><b>Photographs Required</b></p> <p>Take and upload to SmugMug photographs of:</p> <p><input type="checkbox"/> Front of vehicle</p> <p><input type="checkbox"/> Dashboard from outside with S19 permit visible</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>
	



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## **Existing Damage**

Record any damage not already noted:

(Attach photographs if required)

## **Driver Log Reminder**

**The Responsible Person must ensure a record is kept of which Named Driver is driving the vehicle at any given time during the Loan Period.**

Driver Signature

I confirm the vehicle has been inspected and appears safe to use.

Driver Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_