

Motor Vehicle Safety Checklist for Work Vehicles

Check for the month of:	
Licence Plate:	
Model:	
Make:	

Daily Check for all Drivers of the Vehicle

1.	Tyres have adequate pressure
2.	Windscreen is clean
3.	You have enough fuel for your journey
4.	Rear view mirrors are in the correct position to suit you
5.	Vehicle seat is in correct position to suit you

Weekly (or Monthly) Check for Allocated Employee of Vehicle

1.	Adequate pressure in all tyres	
2.	Radiator fluid, engine oil, power steering fluid adequate	
3.	Stocked first aid kit and serviced fire extinguisher in your vehicle	
4.	WOF and registration are current	
5.	No visual damage to vehicle	
6.	Vehicle clean and tidy	
7.	Windscreen has no damage or cracks	
8.	Horn working	
9.	Indicator lights, brake lights and headlights all working	
10.	Spare tyre and jack in car and in good order	
11.	Road user charges adequate (if applicable)	

Name of Employee: _____

Signature of Employee: _____

Date Check Completed: _____

When Driving your Vehicle Follow the Safe6 Rules to Live by:

- Drive to the conditions
- Stick to the road rules
- Always wear a seat belt
- Never use a hand held cell phone while driving
- Don't drive under the influence of drugs or alcohol
- Ensure you are well rested before driving on longer journeys
- Take regular breaks on your journey
- Remember the new drink/drive limits (from 1 Dec 14)

If Involved in an Accident Consider the Following:

- **Injured People** - Arrange medical treatment for any injured parties. Emergency services may be called by dialling 111 or *555 from your mobile
- **Call the Police** - NZ law requires all motor vehicle accidents to be reported to the Police (non-injury accidents within 48 hours and accident involving injury within 24 hours).
- **Obtain Details** – Obtain names, addresses, phone numbers of others involved and vehicle details (registration, make, model, colour) of other vehicles.
- **Report Accident** – Report your accident and any injuries to your employer as soon as you are able. There may be incident reporting procedures and insurance forms to be completed.

