

## RSA FleetActive Driver Preventative Maintenance

Where an application has been made for an Operator's Licence the statement of intent commits the applicant to make proper arrangements to ensure that:

- vehicles (and trailers) will be maintained in a fit and serviceable condition including vehicles or trailers hired in,
- that a vehicle defect reporting system will be used and acted upon, and that
- records of safety inspections and maintenance etc., will be retained for at least 15 months.

All those who manage vehicles and transport operations have a duty to sustain similar forms of control. Drivers should be required to undertake a daily pre-start check prior to commencing their daily duties, and this should relate to and highlight both defects and damage.

We recommend that a document be produced for identifying any defects or damage found on the vehicle. There should also be a strict reporting regime that instigates prompt action to ensure that the defect and/or damage be repaired as fast as is necessary.

The same document should also be signed on return to report any new defects/damage or annotated 'NIL' if no defects/damage are found. This will enhance control over defective equipment and will also assist with the integration of driver accountability.

DRIVER'S DAILY VEHICLE DEFECT REPORT					
Vehicle No:		Driver's Name			
Odometer Reading:		Trailer / Fleet Serial No:			
Fuel Added:	Place:	Mileage Point:			
Daily or Shift Check ( tick or cross below )					
Daily Check:	<input type="checkbox"/>	Shift Check:	<input type="checkbox"/>	Time:	am / pm
Fuel/oil leaks	<input type="checkbox"/>	Lights	<input type="checkbox"/>	Brake hoses *	<input type="checkbox"/>
Battery security	<input type="checkbox"/>	Reflectors	<input type="checkbox"/>	Coupling security *	<input type="checkbox"/>
Tyres & wheel fixings	<input type="checkbox"/>	Indicators	<input type="checkbox"/>	Electrical connections*	<input type="checkbox"/>
Spray suppression	<input type="checkbox"/>	Wipers	<input type="checkbox"/>	Brakes	<input type="checkbox"/>
Steering	<input type="checkbox"/>	Washers	<input type="checkbox"/>	Security of body/wings	<input type="checkbox"/>
Security of load	<input type="checkbox"/>	Horn	<input type="checkbox"/>	Markers	<input type="checkbox"/>
* items refer to tractor, lorry and trailer combinations					
Report defects here:					
Write 'None' if no defects found:			Driver's signature:		
Action taken by:			Date:		