

## Driving at Work

### Pre-use vehicle checklist

Departments that own vehicles are responsible for conducting and recording routine vehicle checks – the frequency should be dependent on the amount of use and number of users.

Drivers are responsible for conducting a pre-use check before using their own, an Imperial or hired vehicle, and for reporting any faults found during the check or during usage.

The following checks should be conducted:

- The fluid reserves are between minimum and maximum levels:

Brake fluid

Power steering fluid

Engine oil

Engine coolant

Windscreen washer fluid

- Tyre tread is legal on all tyres (including the spare)

- Tyres are inflated to the correct pressures

- Windscreen is not chipped or cracked

- Ratchet straps, warning triangle and reflective jackets are present

- Fire extinguisher, first aid kit, spare bulbs and spare fuses are present and unused

- Seat belts appear undamaged

- Wheel brace and jack are present

- All external and internal mirrors are present, unbroken (and correctly set for the driver)

- Dashboard warning lights are not indicating a problem

- Windscreen wipers operate

- Fuel tank is full

- The following lights are working

Headlights, dipped and full beam

Side lights

Fog lights

Brake lights

Reverse lights

Hazards/indicators

Number plate lights

- Is a trailer to be fitted? If so:

Check that trailer board lights function

Ensure load is securely fastened

Ensure load does not exceed vehicle weight limits

Number plate matches the towing vehicle

- Documentation:

Breakdown contact details.

What to do in the event of an accident

University insurance contact details.