

Complete before the first passenger journey and after a driver change, damage, defect report or

Date			Vehicle registration	
Driver			Odometer	
Escort			Route / journey	
Weather / conditions			Previous defects closed?	Yes / No / N/A

reason to doubt the vehicle. Mark OK only after checking. Record every defect; do not use this form to authorise a safety-critical defect.

Outside and under-bonnet checks

Check item	OK / defect	Action or reference
No new damage, leaks, obstructions or signs of interference		
Tyres and wheels: condition, inflation, tread, fixings and visible age concerns		
Lights, indicators, reflectors, number plates and warning devices		
Mirrors, windows, windscreen, wipers and washers		
Doors, locks, steps, handrails and emergency exits		
Fluid/fuel/charge levels and dashboard warning lights		
Bodywork, exhaust, suspension and ground clearance visibly safe		
Ramp/lift and external accessibility equipment secure and serviceable, if fitted		

Cab and passenger-area checks

Check item	OK / defect	Action or reference
Steering, service brake, parking brake, horn and reversing aids		
Driver seat, head restraint, mirrors and controls adjusted		
All seats, seat belts, buckles, anchorages and approved restraints		
Passenger doors, emergency releases, aisles and exits clear		
Wheelchair restraints/WTORS and lift controls checked, if required		
First-aid, high-visibility, fire and emergency equipment present and secured		
Operational phone/radio, breakdown and emergency information available		
Interior clean, dry, ventilated and free of loose or confidential items		

Defect decision and sign-off

Defect details		Reported to / time	
Vehicle status	Safe / restricted / OUT OF SERVICE	Repair reference	
Interim control		Closed by / date	
Driver signature		Time	
Coordinator review		Date / time	