GOVERNMENT MOTOR TRANSPORT VEHICLE CHECK LIST FOR DRIVERS/MERCHANTS

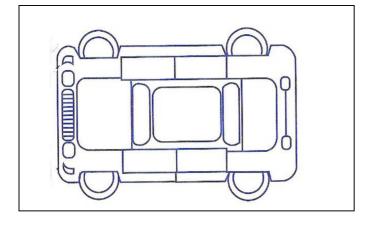
Instructions

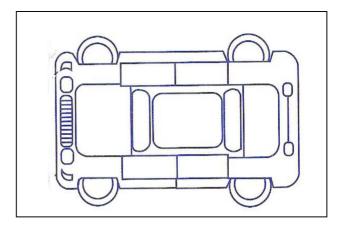
- 1. Make an appropriate endorsement on the form for items that could not be checked due to visibility challenges
- 2. Mark the damaged area with an X on the diagrams and state the details under "Comments" below the diagrams.
- 3. State the details under "Comments" if damage appears inside the vehicle.
- 4. Upon returning vehicle / delivery to merchant, please ensure that all personal items and litter are removed.

Vehicle Registration No.:_____

ITEM	PRE-TRIP / MERCHANT BOOK-IN			POST- TRIP / MERCHANT COLLECTION		
1	Number plates affixed	Υ	N	Number plates affixed	Υ	N
2	Fuel tank cap	Υ	N	Fuel tank cap	Υ	N
3	Oil filler cap	Υ	N	Oil filler cap	Υ	N
4	Jack & Handle	Υ	N	Jack & Handle	Υ	N
5	Wheel Spanner	Υ	N	Wheel Spanner	Υ	N
6	Spare wheel	Υ	N	Spare wheel	Υ	N
7	Emergency tri-angle	Υ	N	Emergency tri-angle	Υ	N
8	Windscreen Wipers in working order	Υ	N	Windscreen Wipers in working order	Υ	N
9	Emergency tool kit	Υ	N	Emergency tool kit	Υ	N
	Driving lights in working condition:			Driving lights in working condition:		
10	Tail lights	Υ	N	Tail lights	Υ	N
11	Brake lights	Υ	N	Brake lights	Υ	N
12	Indicators	Υ	N	Indicators	Υ	N
13	Head lights (dim and bright)	Υ	N	Head lights (dim and bright)	Υ	N
14	Radio / CD player	Υ	N	Radio / CD player	Υ	N
	Valid license disk affixed	Υ	N	Valid license disk affixed	Υ	N
15	(Consult the Delegated Authority/Transport Officer			(Consult the Delegated Authority/Transport Officer		
	if the date on disk is not valid until end of trip)			if the date on disk is not valid)		
	Valid Certificate of Fitness disk affixed	Y	N	Valid Certificate of Fitness disk affixed	Υ	N
16	(Consult the Delegated Authority/Transport Officer			(Consult the Delegated Authority/Transport Officer		
	if the date on disk is not valid until end of trip)			if the date on disk is not valid)		
17	Specify condition of tyres ("G"-Good; "A"-Average;		Specify condition of tyres ("G"-Good; "A"-Average;			
	"P"- Poor)		"P"- Poor)			
	LFRFLRRRSpare			LFRFLRRRSpare		-
18	Wheel hub caps in place (Y/N)		Wheel hub caps in place (Y/N)			
	LFRFLRRR		LFRFLRRR			
	Battery Type/Make			Battery Type/Make		
19						

DAMAGES





Pre-Trip / Merchant book-in	Post-trip / Merchant Collection		
Odometer reading	Odometer reading		
Comments	Comments (Including mechanical or other faults observed during trip and other damage which occurred during trip)		
PRE-TRIP / MERCHANT BOOK-IN	POST- TRIP / MERCHANT COLLECTION		
Fuel level: F 3/4 1/2 1/4 E	Fuel level: F 3/4 1/2 1/4 E		
Driver's Name and Surname	Driver's Name and Surname		
Driver's Signature	Driver's Signature		
Date	Date		
Time (24h00)	Time (24h00)		
Merchant / C	Company Name		
Merchant Rep Name and Surname	Merchant Rep Name and Surname		
Merchant Rep Signature	Merchant Rep Signature		