

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

DAMAGES



