Fleet Vehicle Checklist

Vehicle Compliance

Pass   **Fail**

Warrant of Fitness: Does the vehicle have a current Warrant of Fitness (WOF)?

Registration: Is the vehicle's registration current?

RUC (Road User Charges): Are the RUCs up to date?

Roadworthiness Integrity Check

Fluid Levels: Is the oil, fuel, brake fluid, transmission fluid, and washer fluid topped up?

Brakes: Are the brakes functioning properly?

Lights: Do all vehicle lights work? Are the lenses clean and undamaged?

Visibility: Is the windscreen free from chips or cracks? Are all windows clean and clear?

Seat Belts: Are the seat belts in good condition, with no signs of wear or fraying?

Vehicle Damage: Is there any visible damage, including dents, scrapes, or issues in critical safety crumple zones? Is there any visible rust on the vehicle?

Dashboard Indicators: Is the instrument panel functioning correctly? Are any warning lights on?

Mounting bolts: Are the mounting bolts secure and wound tight?

Lock and Key: Is the lock and key recess on rear and side doors properly lubricated?

Surfaces: Have you avoided using abrasive compounds for polishing surfaces of painted products: (use only high-quality automotive polish if need)

Tyres

Do all tyres, including the spacesaver, have at least 1.5mm of tread (preferably replace tyres at 3mm)?

Are all tyres inflated to the correct pressure?

Are all wheel nuts secure, and do the wheel nut indicators show the correct pattern?

Driver Training and Company Policy

Does the driver hold a current and valid license?

Has the driver received training on all the vehicle's features?

Are you aware of when the next service is due?

Is the vehicle covered by the company's insurance?

Are all insurance conditions met to ensure cover?

Have all company drivers been trained to drive in various weather conditions and terrains?

Is the vehicle stored in a secure location when not in use?

Does the company have a clear policy on vehicle storage?

When parked on the side of the road, does the vehicle comply with NZTA Lighting Rule 2004, section 7?