

Weekly Vehicle Check List Private Hire Vehicle

PRIVATE HIRE OPERATOR:

Weekly Checks–Date Completed:

Vehicle Registration: Plate No:

Checks carried out by (PH driver name and badge No):

Checks – It is the responsibility of a PH Driver/Operator to complete the check list every week and **MUST** be kept in each driver file.

Please insert "√" if OK; "D" if a defect has been found. All defects must be rectified <u>urgently</u>								
Weekly Checks	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Defects
Door stickers/ rear plates and visors fitted as per conditions.								
Lights / Reflectors / Indicators								
Wipers / Washers / Horn								
Tyres -Tyre Pressure / Wear								
Brakes								
Speedo								
Damage to bodywork								
Oil / Water levels / leaks								
Brake / Clutch fluid levels								
Steering								
Tax Disc								
Mirrors								
Clean-Interior/Exterior								
Seat Belts								
Lifts and Hoists (wheel chair access vehicle)								

Defects / Problems

Drivers Signature (please sign and print name following checks):

Print Name:

Operator Signature: Print Name:

Date:

**This form must be kept by the Operator in File for inspection by
Licensing Inspectors**