Vehicle Pre-Trip Inspection Checklist: Daily Driver Check

Frequency	Completed by	Approved by	The checklist
Daily	Driver	Supervisor or fleet coordinator	30 checks · 5 sections

INSPECTION DETAILS

Site / department: _____ Registration number: _____

Vehicle type: _____ Odometer reading (km): _____

Date and time: _____

Documents and equipment on board

1.	Registration, insurance and periodic inspection are valid, and the documents your country requires are in the vehicle Ref.: [6] [1]	◯ Pass ◯ Fail ◯ N/A
2.	Fire extinguisher is on board, charged, within the driver's reach and secured Türkiye: cars, minibuses and vans carry at least one ABC extinguisher with at least 1 kg of dry powder in total. US commercial vehicles: see 49 CFR 393.95. Mark N/A only where no rule or company policy asks for one. Ref.: [2] [10]	◯ Pass ◯ Fail ◯ N/A
3.	Warning triangles or reflectors are on board and undamaged Türkiye: two reflectors. US commercial vehicles: three reflective triangles. Ref.: [2] [10]	◯ Pass ◯ Fail ◯ N/A
4.	Spare wheel or tyre repair system, jack, wheel brace and the other required tools are on board The Turkish list also names spare bulbs, pliers, a screwdriver, a torch, a tow rope and, for snow and ice, a pair of snow chains. Ref.: [2]	◯ Pass ◯ Fail ◯ N/A
5.	First aid kit is on board, complete and in date Good practice for staff who travel: HSE's first aid guidance describes travelling kits kept in vehicles. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A

Walk-around (engine off)

6.	Tyres have legal tread depth, look correctly inflated, and have no cuts, bulges or exposed cord **CRITICAL** Check all four tyres, including the inner sidewalls. UK cars and light vans: at least 1.6 mm across the central three-quarters of the tread. Check pressures with a gauge at least weekly, when the tyres are cold. Ref.: [3] [4] [1] [8]	◯ Pass ◯ Fail ◯ N/A
7.	Wheels are undamaged and wheel nuts and trims are secure **CRITICAL** Ref.: [3] [8]	◯ Pass ◯ Fail ◯ N/A
8.	Tyres suit the season: winter tyres are fitted where and when they are compulsory for this vehicle In Türkiye the Ministry of Transport and Infrastructure sets the period and the vehicle types; check the current announcement. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
9.	No fuel, oil, coolant or brake fluid is leaking under the vehicle **CRITICAL** Look for fresh drips or puddles where the vehicle was parked. Ref.: [3]	◯ Pass ◯ Fail ◯ N/A
10.	Engine oil, coolant, brake fluid and washer fluid levels are correct The Highway Code asks for fluid levels to be checked at least weekly; if your fleet checks them weekly, mark N/A on the other days. Ref.: [3] [4]	◯ Pass ◯ Fail ◯ N/A
11.	Headlights, tail lights, brake lights, indicators and hazard lights work, and their lenses are clean and intact **CRITICAL** Use a wall or window reflection, or ask a colleague, to check the brake lights. Ref.: [3] [4] [1] [8]	◯ Pass ◯ Fail ◯ N/A
12.	Windscreen and windows are clean and undamaged, mirrors are in place and secure, and nothing blocks the driver's view **CRITICAL** Nothing should sit in the area swept by the wipers. Ref.: [3] [4] [2] [8]	◯ Pass ◯ Fail ◯ N/A
13.	Wipers and washers work, and the wiper blades are in good condition Ref.: [3] [8]	◯ Pass ◯ Fail ◯ N/A
14.	Doors shut and lock properly, and the bodywork has no sharp edges or loose panels Note any new damage since the last check, even if it is cosmetic. Ref.: [3]	◯ Pass ◯ Fail ◯ N/A
15.	Number plates are secure, clean and easy to read Ref.: [3] [4]	◯ Pass ◯ Fail ◯ N/A

16.	The load is secured so that it cannot move, and the load doors or tailgate are closed and locked **CRITICAL** Include tools and equipment carried in the cab or on a roof rack. Mark N/A if nothing is carried. Ref.: [3] [9]	◯ Pass ◯ Fail ◯ N/A
17.	Tow bar is secure; any trailer is correctly coupled, its lights work and the breakaway cable is fitted **CRITICAL** Mark N/A if the vehicle is not towing. Ref.: [3] [8]	◯ Pass ◯ Fail ◯ N/A

Driver's seat (before moving off)

18.	Seat belts are free of cuts and fraying, latch securely and retract properly **CRITICAL** Check every seat that will be used on this journey. Ref.: [3] [2]	◯ Pass ◯ Fail ◯ N/A
19.	Seat, head restraint and mirrors are adjusted for this driver Ref.: [4]	◯ Pass ◯ Fail ◯ N/A
20.	The footwell is clear and loose items in the cab are stowed Ref.: [3] [4]	◯ Pass ◯ Fail ◯ N/A
21.	No dashboard warning light stays on after the engine starts **CRITICAL** Brake, ABS, airbag, steering and stability control warnings are critical. If one stays on, stop and report it. Ref.: [3] [4]	◯ Pass ◯ Fail ◯ N/A
22.	Horn works Ref.: [3] [8]	◯ Pass ◯ Fail ◯ N/A
23.	Fuel filler cap is secure, and a diesel vehicle has enough AdBlue Ref.: [3]	◯ Pass ◯ Fail ◯ N/A

Moving off (low speed, before joining traffic)

24.	Foot brake stops the vehicle in a straight line without excessive pedal travel **CRITICAL** Pulling to one side under braking points to a brake fault or wrongly inflated tyres. Ref.: [3] [4] [1] [8]	◯ Pass ◯ Fail ◯ N/A
25.	Parking brake holds the vehicle without excessive travel **CRITICAL** Ref.: [3] [8]	◯ Pass ◯ Fail ◯ N/A
26.	Steering moves freely with no excessive play, and the power assistance works **CRITICAL** Ref.: [3] [8]	◯ Pass ◯ Fail ◯ N/A

27.	Exhaust does not leak or give off excessive smoke or noise Ref.: [3] [1]	◯ Pass ◯ Fail ◯ N/A

Result

28.	Every defect found has been reported to the supervisor or fleet coordinator Ref.: [3] [5]	◯ Yes ◯ No ◯ N/A
29.	If a critical check failed, the vehicle is not being driven and the keys have been handed in CRITICAL Ref.: [5] [3] [11] [12]	◯ Yes ◯ No ◯ N/A
30.	Notes and defects found	Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Driver		Supervisor or fleet coordinator	
Name:	.....	Name:	.....
Signature:	.....	Signature:	.....
Date:	.....	Date:	.....

Legal basis and references

[1] Türkiye: 2918 sayılı Karayolları Trafik Kanunu (Resmî Gazete, 18.10.1983, 18195) — Article 30: vehicles kept in the technical condition set by regulation (brakes, tyres, lights). Article 31: mandatory equipment and the operator's duty to supervise. Article 34: periodic inspection. Article 65/A: winter tyres.

[2] Türkiye: Karayolları Trafik Yönetmeliği (Resmî Gazete, 18.07.1997, 23053 mükerrer) — Article 64 and Schedule 1: equipment to be carried (fire extinguisher, reflectors, spare tools, spare wheel, seat belts). Article 63: driver's field of view. Article 150: seat belt use.

[3] United Kingdom: DVSA, Carry out van daily walkaround checks — Checks inside and outside the van before the journey; recording and reporting defects; dangerous defects fixed before continuing.

[4] United Kingdom: The Highway Code, Annex 6: Vehicle maintenance, safety and security — Tyre tread depth and pressures, fluid levels, lights and glass kept clean, warning displays, adjusting seat, head restraint and mirrors.

[5] United Kingdom: HSE, Driving and riding safely for work: Make sure vehicles used to drive or ride for work are safe — Workers carry out and record daily vehicle checks; procedures for reporting defects; a clear policy that unsafe vehicles are not driven.

[6] United Kingdom: HSE, Workers who drive or ride for work — What you must do: checks to make sure the vehicle is safe, serviced, insured and has a valid MOT.

[7] United Kingdom: HSE L74, First aid at work: The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulations — Paragraphs 45–46 and Appendix 2: travelling first aid kits for staff who work away from base.

[8] United States: 49 CFR 392.7, Equipment, inspection and use; 49 CFR 396.13, Driver inspection — Commercial motor vehicles: parts and accessories the driver must be satisfied are in good working order before driving.

[9] United States: 49 CFR 392.9, Inspection of cargo, cargo securement devices and systems — Paragraph (a): cargo properly distributed and adequately secured; doors and tailgate secured; view and exit not obstructed.

[10] United States: 49 CFR 393.95, Emergency equipment on all power units — Paragraphs (a) and (f): fire extinguisher and warning devices for stopped vehicles on trucks, truck tractors and buses.

[11] United States: 49 CFR 396.7, Unsafe operations forbidden — Paragraph (a): a vehicle is not operated in a condition likely to cause an accident or breakdown.

[12] United States: OSHA 29 CFR 1926.601, Motor vehicles — (b)(14): vehicles on off-highway construction sites checked at the beginning of each shift; defects corrected before the vehicle is placed in service.

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