

# Grey Fleet: Pre-Start Checklists

Why should I undertake a pre-start check before driving my personal vehicle as part of the *Grey Fleet*? A pre-start safety check can help to ensure a vehicle is safe to use, ensuring the safety of the driver. A pre-start safety check also helps to protect the liability of all parties in the event of an incident involving *Grey Fleet*. This checklist can be provided to assist in proving that the vehicle was safe to use for work purposes.

**For more information, see the NRSPP's Grey Fleet Safety Management Guide.**

The following is a list of vehicle elements in the **Daily Pre-Start Checklist** which are to be checked before the beginning of a drive, these are to be checked off and signed within your Vehicle Daily/Weekly Inspection Log (on reverse). On the reverse of this sheet is the **Weekly Checks and Vehicle Daily/Weekly Inspection Log** that should be checked off and submitted to the direct supervisor as often as its name suggests, ensuring that the daily checks are being undertaken, and being undertaken correctly. These checklists are exhaustive and are provided as suggestions for what could be included in your organisation's checklists. Use these as guides, and tailor the pre-start checks to the requirements of your organisation. Furthermore, ensure that all workers are educated in how to undertake the specific checks that you will be requiring.

## Daily Pre-Start Checklist

Visual Inspection	Checked tyres are in good condition (with adequate tread depth and undamaged side walls) and tyre pressures are maintained regularly at correct level based on user manual
	Checked for evidence of fluid leaks underneath the vehicle (oil, water, etc.)
	Checked for good visibility No damage to lights, windows, mirrors, windscreen free from chips, cracks, dirt
	Checked for panel damage, loose fittings, dents, scratches, etc.
	Is PPE required? (such as high-visibility vests)
Pre-Drive/Operational Checks	Ensure all lights (headlights, reversing lights and brake lights) and indicators are working
	Ensure horn and audible alarms are working
	Ensure all warning lights switch on when the car is switched on, to ensure they are working
	Ensure seatbelts are operational and free of damage
	Ensure wipers, washers and air-con are working efficiently
	Test the handbrake to ensure it 'holds' the car on steep hills
	Are there any obvious warning lights on?
	Are there any unusual noises coming from brakes, steering, transmission, etc.
	Ensure a minimum ¼ tank of fuel
	Ensure all registration and insurance paperwork is present in the vehicle
	Ensure bump card or post-crash emergency contact information is present and easily accessible

## Vehicle Daily/Weekly Inspection Log

Name: \_\_\_\_\_ Week Commencing: \_\_\_\_\_ (Date) \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Registration number: \_\_\_\_\_

Day	Date	Visual Inspection	Pre-Drive/ Operation Checks	Signature
Monday		<input type="checkbox"/>	<input type="checkbox"/>	
Tuesday		<input type="checkbox"/>	<input type="checkbox"/>	
Wednesday		<input type="checkbox"/>	<input type="checkbox"/>	
Thursday		<input type="checkbox"/>	<input type="checkbox"/>	
Friday		<input type="checkbox"/>	<input type="checkbox"/>	

In the weekly checks, the type of checks undertaken should be specific to the age of the vehicle. For example, checking oil and coolant levels in a newer car is less important as the warning lights are reliable, where as in an older vehicle, these will need to be checked regularly. It is important that when developing your organisation's pre-start checklists that you decide what you are going to define as a newer and older vehicle.

**Ensure that you tailor your checklists to the type of vehicles being driven in your Grey Fleet.**

### Weekly Checks

(ADD NOTES WHERE NECESSARY)

		Checked – and Additional Notes
Important for Newer Vehicles	Important for Older Vehicles	All fluid levels checked (oil, coolant, etc.) <input type="checkbox"/>
		Battery levels and terminals checked (if applicable and accessible) <input type="checkbox"/>
		Correct tyre pressure based on user manual spare tyres checked (pressure and conditions) <input type="checkbox"/>
		Presence of tool kit (if applicable) <input type="checkbox"/>
		Vehicle keys are correctly tagged <input type="checkbox"/>
		Insurance information, bump card, registration information, log book, paperwork, etc. is in glovebox <input type="checkbox"/>
		Ancillary equipment working correctly (radio, GPS, etc.) <input type="checkbox"/>
		General cleanliness of vehicle maintained (vacuumed and washed) <input type="checkbox"/>
Is the vehicle due for a service?		Yes No
Is there any previous aesthetic damage to the vehicle? If so, please list		
Were there any faults found with the vehicle when undertaking pre-start check? If so, please list.		