

## LAWLEY'S TRANSPORT FORM A

**RUN no.** \_\_\_\_\_

**SCHOOL.** \_\_\_\_\_ **VEHICLE Rego.** \_\_\_\_\_

## VEHICLE Rego.

**LAWLEY'S TRANSPORT**  
**MONTHLY VEHICLE INSPECTION**

Vehicle Reg. \_\_\_\_\_

Run Number \_\_\_\_\_

Date \_\_\_\_\_

ITEM	OK	NA	NEEDS REPAIR	ACTION/JOB # (Office Use)
<b>EXTERNAL</b>				
Wheels & Tyres (inc Spare)				
Wheel Brace & Jack present				
Body Condition				
Oil leaks (ground & under bonnet)				
Fluid Levels				
Exhaust				
Doors, windows, boot lid or tailgate door, Bonnet,				
Child proof locks engaged and working				
Lights (all) include brake & reversing lights				
Reverse Camera Fitted/Working				
<b>BUSES (more than 10 seats)</b>				
Engineering Cert.				
Fire Extinguisher				
Emergency Exit Sign				
<b>WHEELCHAIR VEHICLES</b>				
Hoist Operation/Engineering Cert.				
Signs				

**URGENT/NON URGENT FAULTS**

**URGENT FAULTS**

Those which prevent you from safely completing your run. These faults/issues need to be reported to your Supervisor, by telephone, **IMMEDIATELY**

**NON URGENT FAULTS**

Those which do not affect safety should be reported by email to Fleetmanager. Please do not wait until the end of month report to report minor faults.

This form **MUST BE** submitted correctly after your last run of the month. **WITHIN 48 HOURS**.

The number of students travelled **must be accurate**.

Drivers providing service on the run during this month must sign below to confirm TRAVEL & INSPECTION details are correct:

Driver Name:	Driver Signature:	Date:
Driver Name:	Driver Signature:	Date: