**General Vehicle Safety Checklist**

Date of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle License Plate: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Required Documents**

Current vehicle registration Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Current proof of insurance Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Current driver’s license Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s manual Yes \_\_\_\_\_ No \_\_\_\_\_

Other: Organizational registration/permit to operate in relevant areas, including specific Covid-19 permissions as applicable Yes \_\_\_\_\_ No \_\_\_\_\_N/A

1. **General Inspection**

Has the vehicle been routinely serviced, and the oil and filters are changed per owner’s manual?

Yes \_\_ No \_\_

Is there any damage to the vehicle that could affect the safe operation of the vehicle?

Yes \_\_ No \_\_

1. **Tyres**

Tyres are properly inflated per the owner’s manual: Yes \_\_\_ No \_\_\_

Spare tyre(s) is present, in good condition and properly inflated: Yes \_\_\_ No \_\_\_

1. **Are Lights and Headlamps in Working Condition?** Yes \_\_\_ No \_\_\_
2. **Mirrors and Glass**

Rearview mirror and side mirrors are present, operable and unobstructed: Yes \_\_\_ No \_\_\_

Windshield and window glass is unbroken, clean and unobstructed: Yes \_\_\_ No \_\_\_

1. **Under the Hood**

Last service date for engine and fluid levels: (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Battery in good condition (posts and connections are not corroded): Yes \_\_\_ No \_\_\_

Oil Levels, Brake Fluid, Coolant, Window Washer: OK \_\_\_\_\_ Not OK \_\_\_\_\_

1. **Vehicle and Passenger Safety**

Wipers are operable and blades are in good condition: Yes \_\_\_\_\_ No \_\_\_\_\_

Horn is operational: Yes \_\_\_\_\_ No \_\_\_\_\_

Seat belts are operable in all front and back seats: Yes \_\_\_\_\_ No \_\_\_\_\_

All door locks are operable: Yes \_\_\_\_\_ No \_\_\_\_\_

Emergency vehicle kit is present, has essential equipment and

is accessible (including tire jack and wrench). Yes \_\_\_\_\_ No \_\_\_\_\_

First aid kit is available and regularly inspected: Yes \_\_\_\_\_ No \_\_\_\_\_

Fire extinguishers (regularly inspected): Yes \_\_\_\_\_ No \_\_\_\_\_

Tissue paper and surface wipes /disinfectant spray: Yes \_\_\_\_\_ No \_\_\_\_\_

Soap/water or hand sanitizer/wipes: Yes \_\_\_\_\_ No \_\_\_\_\_

Drinking water including 24-48 hour back-up for all passengers: Yes \_\_\_\_\_ No \_\_\_\_\_

Full tank(s) of fuel and fueling plan and backup arrangements Yes \_\_\_\_\_ No \_\_\_\_\_

Sanitary equipment for women Yes \_\_\_\_\_ No \_\_\_\_\_

List of important contact numbers and communication equipment: Yes \_\_\_\_\_ No \_\_\_\_\_

Accident management procedure: Yes \_\_\_\_\_ No \_\_\_\_\_

1. **Health Measures for Protection against COVID-19**
* Regularly disinfect surfaces, such as steering wheels, handbrake, door handles, with normal cleaning products. (At the beginning, middle and end of a shift as a minimum)
* Carry a box of tissues and use tissues to catch coughs and sneezes
* Dispose of used tissues in the bin as soon as possible
* Limit the number of passengers to ensure physical distance between all people all on board the vehicle at one time.
* Wash hands frequently with soap and water (you can keep a bottle of water and a bar of soap in your vehicle) or use a sanitizer gel - do this for at least 20 seconds.
* If required by national laws, all passengers and drivers to use facemasks.
1. **Security Considerations:**
* Does the vehicle have a tracker?
* Inspect the boot, seats and under seats to look for any items/documents that should not be there. Make sure there is no suspicious item or package in the vehicle which the driver/traveller has no information about and cannot explain to the checkpoint officials, for instance. No firearms or weapon of any type, illegal substances and/or armed personnel are allowed on XXXX Vehicles.
* **Is the vehicle appropriate for the nature of trip, routes and road conditions and the area to be visited? Pay attention to community perceptions, risk of being targeted by opportunistic and motivated parties, and other risks associated with the type and make of vehicle ( refer to your context)**
* **Specifically, in case rental vehicles and drivers: Have these been properly briefed and do they have experience with the routes and road conditions? As above, is the rental vehicle appropriate for the nature of the trip, routes and road conditions and the area to be visited?**
* **Have any casual drivers been explained, agreed to and signed the XXXX non-staff code of conduct?**