

Appendix A

Oxford University Boat Clubs – Vehicle Fleet Maintenance

The daily drivers check

This check is sometimes known as the ‘walk round’ check, and should be carried out on each day on which the vehicle is used. It is vital that individual drivers understand how the checks work and what they should be looking for. Each driver is potentially liable to prosecution if the vehicle is subsequently deemed unfit by the police or VOSA officials. Drivers should therefore be instructed not to take a vehicle out on the road if there are defects which could pose a danger to themselves, their passengers or anybody else.

The checks do not require specialist mechanical knowledge, but should cover at least the following items, which should be ticked or crossed against a checklist:

- Fuel/oil levels/ leaks
- Windows & Wipers
- Mirrors
- Tyre condition
- Washers
- Steering
- Tyre pressure (visual Inspection is acceptable)
- Horn
- Head/side lights
- Handbrake
- First aid kit
- Indicators
- Footbrake
- Fire extinguisher(s)
- Rear/brake lights

There should be a space on the checklist to report defects and record action taken. Drivers should be trained in what defects will cause a vehicle to be un-roadworthy and what procedures to follow if this is the case. Drivers should also ensure that all passengers are wearing safety belts.