



Vehicle Inspection Checklist

The checklist is to be completed prior to your first shift with All About You – Disability Services. It does not require a qualified mechanic. You will be advised when the inspection is due for renewal.

Employee name	
Drivers Licence number	
Vehicle registration	
Comprehensive insurance provider	
Date of inspection	

Item	Please tick		Action required
	YES	NO	
Lights			
Check operation and visibility of:			
Headlights			
Parking lights			
Indicators/blinkers			
Hazard lights			
Brake lights			
Reverse lights			
Brakes and Warnings			
Check operation of handbrake			
Check for firm brake pedal			
Check operation of horn			

Interior			
'No smoking' signs displayed prominently			
Internal cleanliness maintained including upholstery			
Cargo barrier in place, where appropriate			
Safety belts in good order			
Contact details for service readily available			
Indication of vehicle dimension visible if appropriate			
Exterior			
Any damage to bodywork noted			
Windscreen in good order and clean			
Windscreen wipers and washers operating			
Water in windscreen washer reservoir			
Tyre tread checks for wear			
Treads matching for front and rear tyres			
Tyre pressure checked			
General Safety			
System in place for reporting problems			

Servicing as required logged			
First aid kit, sunscreen and insect repellent available			
Contents up to date and complete			
Container and contents clean and orderly			
System in place to replenish stock			

Transporting participants			
---------------------------	--	--	--

Appropriate for the transport needs of clients			
Wheelchair hoist fitted, if required			
Wheelchair attachments fitted and in good order			
Client transport behaviour issues addressed			

Any other identified issues			
-----------------------------	--	--	--

--	--	--	--

Once complete, please return form to admin@allaboutyou.org.au

Reviewed by			
Position			
Date		Review date	