Vehicle checklist for SMEs

This is a weekly checklist and should be collected by office staff from each vehicle at the end of the week and a new checklist supplied. This checklist is aimed at cars and small vans. Larger fleet vehicles usually require more detailed checklists. The mileage table should be completed daily.

Vehicle details

Vehicle registration						
Vehicle make and model						
Vehicle type	Car		Van		Other	
Fuel type						
Sat nav	Yes			No		

Mileage

Day	Date	Mileage at start of day	Mileage at end of day	Name of driver

Fuel purchased

Date	Mileage when purchased	Quantity (litres)	Total cost

Weekly checks

Check	Required action	Yes	Date	No	Further action required/taken
Tyre pressure	Check that all tyres are at recommended pressure (see vehicle manual)				
Tread depth	Check that tyres meet legal requirements for tread and that there is not an uneven pattern of wear				
Lights	Check all lights work				
Windscreen	Check for chips/cracks				
Windscreen wiper fluid	Check washer fluid bottle is full				
Oil level	Check the oil level is sufficient				
Unnecessary load	Check you are not carrying anything that you don't need				