

All drivers have a legal responsibility for the roadworthiness of the vehicle they are driving, regardless of whether they own it or not. Carrying out a walk-round check on the minibus will take a few minutes and could save hours of inconvenience if the vehicle breaks down, or possible fines and licence endorsements if the vehicle is found to be defective during a roadside inspection.

The checks are not difficult and this guide provides a logical sequence in which to carry them out.

- As you approach the minibus, look to see if it is leaning – if it is there may be a suspension fault or possibly a flat tyre. Also, look under the vehicle to see if there are any signs of fluid leaks such as patches of oil or if anything is hanging down such as a loose exhaust pipe.
- Walk around the minibus. Start at the front and check the section 19 permit disc. Ensure permit can be read.
- Check the windows are clean and look for damage to bodywork and lights. Note any damage found on the vehicle check sheet – even if the damage looks old.
- Check the door mirrors are secure and that the glass is not cracked.
- Walk around the minibus and check for visible tyre damage, tread depth and under-inflated tyres.
- Unlock the doors; including the emergency exit (remember this is a legal requirement when carrying passengers).
- Sit in driver's seat and check the parking brake is on. Switch on the ignition and check the dashboard display of warning lights. Switch on all the vehicle lights – interior and exterior – side lights, headlights, fog lights and indicators and have another walk round the vehicle to see that they are working.
- Check inside of minibus Walk through the minibus to make sure all the seatbelts are working and that none are twisted. Check seats for damage and cleanliness.
- Check the first aid kit and fire extinguishers.
- Check the operation of the passenger lift.
- Start the engine:
- Check that all the dashboard warning lights have gone out (oil, charging, airbag etc).
- Listen for excessive noise, particularly from the engine and the exhaust.
- Look for excessive smoke/fumes from the exhaust.
- Check for excessive movement of the steering wheel ('free play') and check the footbrake pedal for resistance.

### Minibus walk-round checklist

This checklist to be used for the pre – use minibus check.

	Defect found
<b><u>External</u></b>	
Visual appearance of vehicle ( any leans, items hanging off etc)	
Fluid leakage under vehicle	
Windscreen and windows clean & undamaged	
Permit 19 displayed	
Door mirrors	
Tyres – visible tyre damage, tread	
Bodywork – defects, new dents scratches	
<b><u>Internal</u></b>	
Unlock all doors	
Check internal area – visually look at seats, check belts	
Check 2 x Fire extinguishers & 1st Aid kit	
Check tail-lift operation	
Switch on ignition and check for any warning lights on dashboard.	
Check fuel level.	
Check windscreen wipers & lights	
Start engine – check no warning lights displayed. Listen / observe for excessive noise, smoke etc	
Check steering wheel for excessive movement.	
<p>All drivers must report any defects in vehicles as soon as they are aware of them. Any faults must be reported to the Maintenance Officer.</p>	

### Minibus inspection – Monthly

This checklist to be used for the monthly inspection

**DATE :**

Check No.	Item inspected	Defect found (Y/N)	Action required
	<b><u>External</u></b>		
1	Fluid leakage under vehicle		
2	Oil, coolant & windscreen washer fluid level check		
3	Windscreen and windows clean & undamaged.		
4	Wiper blades clean and undamaged		
5	Section 19 permit (legible)		
6	External damage to bodywork		
7	Tyres – check pressures and thread depth		
	<b><u>Internal checks</u></b>		
8	Doors lock and unlock correctly		
9	2 x Fire extinguishers (Water or foam)		
10	First aid kit		
11	Vehicle recovery details available		
12	Hi –viz jacket available for driver		
13	Seats securely fastened & seat belts working correctly.		
14	Interior clean & tidy		
15	Wheelchair clamps		
16	Lights including brake lights are functional		
17	No visual warning lights displayed or excessive / unusual noises when driven		

Check carried out by :

Date :

Records of this inspection should be kept for a minimum of 15 months.