KOVI

Minibus daily check

VEHICLE REG | DATE | DRIVER | MILEAGE / HOURS

Tick OK or mark a defect. Report every defect to the office before driving.

Vehicle	OK	DEFECT
Tyres and wheel nuts	☐	☐
Lights and indicators	☐	☐
Windscreen, wipers and mirrors	☐	☐
Leaks	☐	☐
Brakes and steering	☐	☐

Passenger safety	OK	DEFECT
Seat belts working at every seat	☐	☐
Passenger doors open, close and lock	☐	☐
Emergency exits and release marked and clear	☐	☐
Wheelchair lift and restraints working (if fitted)	☐	☐
First aid kit and fire extinguisher present	☐	☐
Interior lights and clean floor, no loose items	☐	☐

Paperwork	OK	DEFECT
Licence and any required permits	☐	☐
Passenger list or booking sheet	☐	☐

Defects found (what, where, how bad)

DRIVER SIGNATURE | REPORTED TO | TIME

General checklist. Adapt to your vehicles and follow your own safety rules and current DVSA / HSE guidance.

Do this on your phone in a minute: free 30 day trial at kovifleet.co.uk (no card)