KOVI

Van daily check

VEHICLE REG | DATE | DRIVER | MILEAGE / HOURS

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

Walk round	OK	DEFECT
Tyres and wheel nuts	☐	☐
Lights and indicators	☐	☐
Windscreen, wipers, mirrors	☐	☐
Body damage and number plates	☐	☐
Leaks under the vehicle	☐	☐

In the cab	OK	DEFECT
Seat belt, horn, handbrake	☐	☐
No warning lights	☐	☐
Fuel level	☐	☐

Load	OK	DEFECT
Load secured and not blocking view	☐	☐
Racking and bulkhead sound	☐	☐

Paperwork	OK	DEFECT
Licence and any permits	☐	☐

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)