

VEHICLE FAMILIARISATION CHECKLIST

Vehicle:	Date:
Maintenance Manager:	Driver:
Signed:	Signed:

Outside the vehicle

- Fuel (Petrol or diesel, and operational differences)
- Fuel cap (Locked – which key?)
- Ad blue
- Lights
- Reversing lights
- Rear fog lights
- Door locks
- Type condition
- Tyre pressures
- Mirrors
- Reversing lens

Under the bonnet

- Engine oil level / dipstick
- Engine coolant level
- Brake / clutch fluid level
- Battery level

Passenger Safety

- Seatbelts
- Headrests
- Armrests
- Passenger lift
- Manual operation of lift
- Ramp
- Fold-out step
- Wheelchair restraints
- Wheelchair passenger restraints
- Door locks
- Power door controls
- Removable seating

Passenger Comfort

- Ventilation
- Heating system
- Interior lights
- Radio / CD / MP3
- Roof vents
- Windows
- Storage locker

Emergency / Accidents

- First aid kit (List of contents)
- Fire extinguisher(s)
- Emergency exits
- Battery cut-off
- Fuel cut-off
- Mobile phone / radio for emergency assistance

The Controls

- Lights
- Rear fog lights
- Horn
- Indicators
- Hazard warning
- Reversing bleeper
- Passenger lift power switch
- Windscreen wipers
- Windscreen washers
- Starting procedure
- Foot pedals
- Rear spotlights
- Interior lights
- Gear lever / gear configuration

Status Indicators

- Fuel
- Oil
- Handbrake
- Direction indicators
- Hazard warning
- Passenger lift power on / off
- Other warning lights

Driver's Seat

- Seat adjustment controls
- Mirrors
- Ventilation / heating
- Driver's blind

Notices and Signs

- Vehicle dimensions
- Tyre pressures
- Emergency exits
- Passenger and wheelchair capacity

Breakdown

- Breakdown / recovery services documents

Paperwork

- Tax disc
- Operator license disc
- Accident report forms
- Vehicle instruction booklet