



# DRIVER TRIP CHECKLIST

Driver Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Fleet Number: \_\_\_\_\_

Trailer Number/s: \_\_\_\_\_

Item	VEHICLE	Who?	Pre Trip	Post Trip	Repairs Required Comment
<b>Fuel</b>	Check all fuel tanks are full and adblue if applicable.	<b>Driver</b>			
<b>Oil</b>	Check Engine oil level and any signs of oil leak.	<b>Maint</b>			
<b>Coolant</b>	Check coolant level, and any signs of coolant leaks.	<b>Maint</b>			
<b>Lights</b>	Check lights, indicators and stop lights for operation. Wipe and clean any reflectors and lamps that are not clean. Check Light Kit is sealed and in cabin.	<b>Maint/Driver</b>			
<b>Brakes</b>	Check that low air warning devices operate. Check for any audible leaks.	<b>Maint /Driver</b>			
<b>Air Lines</b>	Check and ensure air fittings are turned to 90 degrees.	<b>Maint /Driver</b>			
<b>Belts/ Leads</b>	Check for spare leads and belts	<b>Maint</b>			
<b>Wheels</b>	Check all wheel nuts are tight, damage of hubs. If tyre marked, check nuts. Nuts must be rechecked within 50-100KM of departure.	<b>Maint</b>			
<b>Tyres</b>	Check tread and tyre pressure (hit with hammer to check pressure).	<b>Maint</b>			
<b>Jack</b>	Check jack, handle and wheel brace are all in the toolbox and operational.	<b>Maint</b>			
<b>Triangles</b>	Check break down safety triangles are in the toolbox.	<b>Maint</b>			
<b>Vision</b>	Check windscreen for damage, check wipers and washer's operation.	<b>Maint</b>			
<b>Mirrors</b>	Check that the mirrors are correctly adjusted, free of cracks and clean.	<b>Maint</b>			
<b>Body</b>	Check all body work for damage.	<b>Maint /Driver</b>			
<b>Fuel Card</b>	Check the Fuel Card in the cabin of the Prime Mover and in a usable condition. Report to operations immediately if not found.	<b>Driver</b>			
<b>Permits</b>	Check relevant permits are in the Permit folder.	<b>Driver</b>			
<b>TRAILER</b>					
<b>Tyres</b>	Check tread and tyre pressure (hit with hammer to check pressure). Check spare tyre.	<b>Maint</b>			
<b>Wheels</b>	Check wheel nuts are tight. If tyre marked, check nuts. Nuts must be rechecked within 50-100KM of departure.	<b>Maint</b>			
<b>Brakes</b>	Check brakes.	<b>Maint</b>			
<b>Body</b>	Visual check external damage to trailer and curtains.	<b>Maint/Driver</b>			
<b>Lights</b>	Check lights, indicators and stop lights for operation. Wipe and clean any reflectors and lamps that are not clean.	<b>Maint/Driver</b>			
<b>Load</b>	Check security of load where possible.	<b>Driver</b>			

This form is to be completed prior to and post every trip. The Maintenance Department have the overall responsibility of ensuring the vehicles are maintained and equipped prior to being scheduled. The completed form is to be handed into Operations with the local run sheet or manifest.

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Form Name:	Driver Trip Checklist
Date:	16/06/2016
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<b>Weight</b>	Check weight is accurate and within the allowed limits under the national heavy vehicle regulator laws. Report any discrepancies or excess weight to loader or manager.	<b>Driver</b>			
<b>EQUIPMENT</b>					
<b>First Aid Kit</b>	Check First Aid kit is in cabin and sealed. Report is missing or unsealed.	<b>Maint /Driver</b>			
<b>DG Kit</b>	Check Dangerous Goods Kit is in cabin and sealed. Report if missing or unsealed.				
<b>Signs</b>	Check you have relevant B Double and Road Train signs.				
<b>Spill Kit</b>	Check Spill Kit is in Cabin and sealed. Report if missing or unsealed.				
<b>EIP's</b>	B/Double x 5, Rigid/Semi x 3				
<b>Angles</b>	B/Double x 34, Single x 22, Rigid x 14				
<b>REPORTING</b>					
<b>Report</b>	Report any problems to the workshop supervisor.	<b>Maint /Driver</b>			
<b>Record</b>	Record any jobs to be deferred into the Equipment Fault Report Book.				
<b>Pest Control</b>	Complete visual inspection of truck/trailer for the presence of pest or vermin. Report any visual signs of activity.	<b>Driver</b>			

**What should I do before vehicle operation?**

- Initially read, understand, and follow the manufacturer’s operating manual. This will provide a wide range of information relative to the vehicle.
- Know how to operate the vehicle and use any related equipment or attachments safely.
- Be familiar with the location and function of all the controls.
- Develop a routine method of inspecting the vehicle.
- Before moving off, adjust the seat and mirrors and fasten seat belt

**Completed Form** - Attach this to your local run sheet or manifest and hand in to operations.

**Reportable Repairs** - Send the checklist and a completed Defect Report Form to Maintenance as soon as practical- [maintenance@faagroup.com.au](mailto:maintenance@faagroup.com.au)

**URGENT** repairs, call Maintenance on 0455 853 444 or your line manager

**MANAGERS** - All Reports are to be created as a work order / issue in Fleetio Maintenance System against the vehicle rego and attach photos.

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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