



# READY FOR THE ROAD

## A Practical Van Driver's Daily & Weekly Checklist

This checklist is designed to help drivers of vans and light commercial vehicles keep vehicles safe, roadworthy and ready for work. It does not replace professional maintenance, but it helps identify issues early and helps keep you as the vehicle's driver in line with the law, even if your van has been supplied by your employer.



## Daily checks (before first journey)

These should take a few minutes and be done before starting your day or when taking over a vehicle.

### Walkaround checks

#### Tyres

- **🚩 No obvious damage, cuts or bulges**
- Tread appears above legal limit (1.6mm across central ¾)
- No visibly under-inflated tyres

#### Lights

- **🚩 Headlights, brake lights, indicators and hazards all working**
- Lenses clean and not cracked

#### Mirrors and visibility

- Mirrors intact, correctly positioned and clean
- Windscreen free from cracks or obstructions

#### Bodywork & Safety

- **🚩 No damage affecting safety (loose panels, sharp edges)**
- Note any dents or scratches
- Number plates present, clean and readable

#### Under vehicle

- No obvious fluid leaks (oil, coolant, fuel)

### Before driving

#### Dashboard check

- No warning lights staying on after ignition
- Fuel level sufficient for planned journey
- AdBlue levels suitable for journey

#### Brakes

- Brake pedal feels normal
- No unusual noises when moving off

#### Steering

- No excessive play or pulling

#### Load security (if applicable)

- Items secured properly
- No loose equipment

#### Doors and locks

- All doors open, close and lock correctly

#### Cabin & Safety

- **🚩 Check footwell is clear of loose items that might jam pedals**
- Check seatbelts extend, retract and lock properly
- Test horn
- Ensure toolkit is present and correct

**🚩 = SAFETY CRITICAL**



# Weekly checks

These checks go a bit further and can be done once a week or at a regular interval.

## Tyre pressure

- Check against manufacturer recommendations

## Engine oil level

- Check dipstick level is within safe range
- Top up if required (if authorised to do so)

## Coolant level

- Check reservoir level is correct
- Do not open when engine is hot

## Windscreen washer fluid

- Top up as needed

## Wiper blades

- Check for wear or streaking

## Battery (visual)

- No corrosion on terminals
- Secure mounting

## Lights check (full)

- Repeat full check including reversing lights

## Interior condition

- Seatbelts working correctly
- No warning indicators ignored

## Bodywork condition

- Any dents or scratches





# Things to report immediately

**Drivers should report issues straight away and not use the vehicle if safety is affected.**



## Safety-critical issues

- Tyres below legal limit, damaged or flat
- Brakes not working correctly or unusual noises
- Steering problems or loss of control
- Warning lights indicating serious fault (engine, brakes, etc.)
- Major fluid leaks
- Lights not working (especially brake lights or indicators)
- Windscreen damage affecting visibility



## When to report but vehicle may still be usable (check with your company)

- Minor oil or fluid leak
- Small chips or cracks in windscreen
- Intermittent warning lights
- Minor body damage
- Worn wiper blades
- Non-critical lights (e.g. interior lights)

These should still be reported promptly so they can be scheduled for repair.



## Good habits that make a difference

- Do not assume someone else has checked the vehicle
- Do not ignore warning lights or unusual noises
- Report issues early rather than waiting for them to get worse
- Treat the vehicle as if you are responsible for its condition, because you are



## Your responsibilities – a few final words

Drivers are responsible for ensuring that any defects are reported promptly and accurately. Vehicles must not be used if they are deemed unsafe or if required checks have not been completed. If checks are missed or not completed correctly, safety and operational compliances could be compromised.

All drivers are expected to carry out daily and weekly checks on any vehicle they use. These checks help keep everyone safe and ensure our vehicles remain in good working condition. Issues should be reported as soon as possible, and vehicles are not used if they are not safe to drive. Taking a few minutes to complete these checks properly makes a big difference.

## Did you know?

Completing and recording these checks is part of your responsibility as a driver under UK road safety law. Drivers are responsible for ensuring a vehicle is roadworthy before use, as outlined in the Road Traffic Act 1988 and Road Vehicles (Construction and Use) Regulations 1986. Carrying out these checks helps keep you compliant and reduces risk to you and other road users.