



**Coach Driver Walk Round Check Audit**

OM706

*Any items not checked, please ensure driver is made aware of item, that it is recoded in the comments section and a X is placed in the box.*  If DQC has less than six months, tick if notified.	Driver Name					
	Payroll number					
	DQC Category and expiry date	CPC / /	Photo / /	Cat. D / /	Tacho / /	Glasses Y/N
	Fleet number	Date of check: / /				

<b>Cab</b>		Competent	Advice(Minor faults)	Total	Review (Major faults)	
					S	D
1	Deplete / build up air pressure					
2	Start up - handbrake, warning lights, dials working correctly					
3	Brakes - pressure / operational / leaks					
4	Parking brake applied					
5	Drivers seat - fully operational					
6	Windscreen - No Damage - free from obstructions					
7	Horn / wiper / washers - operational					
8	Mirrors - present, adjusting, secure, visibility					
9	Drivers window - Operational					
10	Sun blind - secure & Operational					
11	Heaters/Demisters - Operational					
12	Entrance door & steps - operational/illuminating					
13	Kneeling & Suspension - Operational					
14	CCTV/WIFI - Operational					
15	Tachograph, Printer rolls, Digital card - operational.					
16	Vehicle height plate - present/displayed					
17	Microphone - operational					

<b>Internal</b>		Competent	Advice(Minor faults)	Total	Review (Major faults)	
					S	D
18	Fire extinguisher - present & Pressured					
19	First aid kit - present					
20	Seats & Seat belts - secure / operational					
21	Interior Lights - Operational					
22	Handpoles & Bells - secure / Operational					
23	Floor, treads, steps, stair traps - free from trip hazards					
24	Windows (Yellow tags) - present & secure					
25	Emergency exits / hammers & warning devices - operational & Present					
26	Legal vinyls - seating capacity etc					
27	Toilet, wash basin, dryer (if fitted). All <b>MUST</b> be operational					

<b>External</b>		Competent	Advice(Minor faults)	Total	Review (Major faults)	
					S	D
28	Fuel / Oil / Water Leaks - any leaks identified and reported					
29	Tax & Operators' licence displayed (Valid)					
30	Body damage (inc. window damage and security). Report Immediately					
31	Legal Lettering - present, clear, legible					
32	Emergency door operation					
33	Destination Equipment - Operational, Set, Illuminated					
34	All lights operational - headlight/sidelights/brake/fog/number plate					
35	Mirror Security					
36	Registration plates - legible / matching					
37	Wheels - damage reported - wheel nuts secure					
38	Tyres - inflated / damage / wear reported					
39	Oil/water/fuel/screenwash levels - checked, identified & reported					
40	Fuel caps/flaps/engine door - secured/locked					

<b>Additional</b>		Competent	Advice(Minor faults)	Total	Review (Major faults)	
					S	D
41	Accessibilty ramp - operational					
42	Sat Nav - issued / Mounted					
43	Spare water/oil containers					
44	Cleaning Equipment					

Drivers Signature: .....

**To be completed by Auditor:**

Auditors Signature: .....

Referral Required?

Copy to Manager

Yes No

Yes No

Auditor Print: .....

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Date: ...../...../.....