Minibus Safety Check Sheet

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Make\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registration Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Outside Checking** | Mo | Tu | We | Th | Fri | Sa | Su | Notes |
|  | Check for oil or Fluid leaks |  |  |  |  |  |  |  |  |
|  | Body condition and damage |  |  |  |  |  |  |  |  |
|  | Wheels & Tyres damage, Pressures |  |  |  |  |  |  |  |  |
|  | Lights all working and clean |  |  |  |  |  |  |  |  |
|  | Wiper blades working and undamaged |  |  |  |  |  |  |  |  |
|  | Tax disc in holder, any permits on display |  |  |  |  |  |  |  |  |
|  | Mirrors undamaged and positioned |  |  |  |  |  |  |  |  |
|  | **Engine Checks** |  |  |  |  |  |  |  |  |
|  | Engine Oil |  |  |  |  |  |  |  |  |
|  | Coolant and Brake Fluid |  |  |  |  |  |  |  |  |
|  | Air tanks if applicable |  |  |  |  |  |  |  |  |
|  | Windscreen Wash Level |  |  |  |  |  |  |  |  |
|  | **Inside the Minibus** |  |  |  |  |  |  |  |  |
|  | Check all seat belts |  |  |  |  |  |  |  |  |
|  | Check functionality of dash controls |  |  |  |  |  |  |  |  |
|  | **Driving Checks** |  |  |  |  |  |  |  |  |
|  | Check steering and brakes |  |  |  |  |  |  |  |  |
|  | Is minibus stable under braking |  |  |  |  |  |  |  |  |
|  | Is air-con/blower fan working |  |  |  |  |  |  |  |  |
|  | Is all access equipment working correctly |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Dates of Insp. From\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspected by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mileage Sunday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If at any time you need some