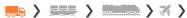


Checking Your Truck

The driver's guide to daily truck safety checks.









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Who is responsible for walk around inspections?

The Driver

As a driver you MUST:

- ✓ Fully check the truck and/or trailer **BEFORE** it is used and **DURING** use.
- Record any defects you find in writing.
- Report any defects that are dangerous, or could become dangerous, to your manager before you leave.

You MUST DO all of these things EVERY time you prepare to set off on a journey.

Remember, whether you own the truck you are driving or you are employed as a driver, you are responsible for the condition of the truck while you are using it.

IF IN DOUBT, DON'T TAKE IT OUT!



The truck operator

Your employer (or you, if you are an owner-driver) **MUST DO** all the following things before every driver shift.

Your company is responsible for:

- ✓ Allowing enough time for walk around checks to be made.
- ✓ Training drivers to check their truck properly.
- Providing defect report forms.
- ✓ Providing any equipment needed such as a torch.
- ✓ Repairing any defects that are, or could become dangerous, before the truck is used.

Benefits of checking your truck

- ✓ By doing a walk around check, **you** are protecting yourself and the risk of a serious accident is reduced.
- By doing a walk around check, **you** will be using a more reliable truck.
- ✓ By doing a walk around check, **you** greatly reduce the risk of being prosecuted for using a defective truck.
- ✓ By doing a walk around check, **you** will protect your job and keep your boss happy.

Dangers of not checking your truck

- X By using a dangerous truck, you could cause a collision leading to **DEATH** or **SERIOUS INJURY.**
- X By using a truck with a defect, **you** risk prosecution for negligence.
- X By using a truck with a defect, **you** risk breaking down.
- X By using a truck with a defect, **you** risk a big fine or Black Points.
- **X** By using a truck with a defect, **you** risk disciplinary action from your boss.



Items to be checked

Follow these procedures when conducting your walk around checks:

- First, check the engine oil and water.
- Next, climb in the cab. From the driver's seat, start the engine and operate the steering.
- Check the gauges and warning lamps. Operate the indicators, lights, washers, wipers and horn.
- Check the view to the front, sides and rear using the mirrors and adjust as necessary.
- Check that the seat is securely fixed and correctly adjusted.

- Allow time for the air pressure to fully build up. Switch the engine off and operate the foot brake. Can you hear any leaks? Has the warning light gone out?
- Make sure the gear shift is in neutral position and parking brake is on. Now, you can leave the cabin

To ensure that everything is covered, always start and finish your checks at the same point in the vehicle. At the driver's side front wheel, check the wheel nuts, the wheel and the tyre. Walk round the front to check the lights, the licence plate and the outside of the cabin.

Continue down the passenger side checking the:

- Wheels.
- Mirrors.
- Body and lights.
- Trailer coupling and connections.
- Load security.

Check the rear of the vehicle and trailer. Check all the lights, licence plate, reflectors and markers.

Continue checking up the driver's side until you are back at the driver's door.

TIP: Check items in the same order every time, that way you'll remember what to do next if you are interrupted.

The following provides more detail on what to do. The items shown in **GREEN** are checked from the cabin.

Air tanks and gauges

Pump the brake pedal so that the warning device works. Then, run the engine to build up air. Watch the gauges. Are all tanks filled up completely? Allow 5-10 minutes for this to happen. Has the warning lamp gone out?



Brakes

• Check brakes for air leaks. While the engine is running, does the pedal remain firm? And when the engine stops by operating the foot brake, do you hear a continuous air leak?

• Check the parking brake by trying to pull away while it is on. Does it hold? Check the



footbrake again after moving off. Does it slow the truck down to a stop?

Excessive engine smoke

Does the exhaust emit excessive amounts of smoke? If you can't see from inside the cabin, then get a watcher to check, or get out of the cabin.



Steering

- Check the steering for excessive free play.
- Does the power steering operate with the engine running?
- Do not use the truck if the steering is not working correctly.
- Make sure that if the steering wheel is adjustable, it is set to your requirements and that any locking leavers are locked off.

Driver's seat and seatbelts

- Check that the driver's seat is securely fixed.
- If the seat is fitted with a suspension system and is adjustable, ensure that this is working correctly and adjusted for your weight.
- Ensure that seatbelts are not damaged or worn and that the buckle and clasp lock securely.



Mirrors and glass

- · Check that all mirrors are there, and are securely fixed.
- Are any mirror lenses cracked? If so, can you still see clearly?
- Ensure that mirrors are clean.
- Is the windscreen cracked?



- Can you see out of the windscreen, and side windows? Ensure that the windows and widescreen are clean.
- Remove any obstructions from your view. If you can't see properly, don't start your journey until you can.

Horn

Does the horn work properly, can you hear it clearly?

Warning lamps

Do all these warning lamps work correctly?

- ABS or EBS if fitted (including trailer).
- · Main beam.
- · Rear fog lamp.
- · Parking brake.



Lights

Check lights such as the instrument lamps indicators, and hazard warning lamps.

Wheels and tyres

- Check that no wheel nuts or studs are missing.
- · Check that all wheel nuts appear to be tight.
- Check all tyres searching for damage. Are there any bulges or deep cuts?
- Are the cords showing signs of heat damage, blistering or cracking of the rubber?
- Are there any flat spots?
- Are there any foreign objects embedded in the tread showing?
- Are all the tyres correctly inflated? Make sure that side walls on twin tyres are not touching.
- Do all tyres have enough tread, right across the width?

Lights

- Check side lights, marker lights, licence, plate lamps, reversing lamps, headlamps and stop lamps.
- You will need a helper to watch the stop lamps while you operate the pedal, or use an object to press the pedal whilst you check yourself.
- Are there any broken or missing lenses?
- · Are all the lights clean?





Trailer coupling, air and electrical connections

- Check that the trailer coupling and locking devices are present and working properly.
- Check trailer connections for damage and leaks.
- Is the trailer properly coupled?
- If there are any defects, report them to your manager, and do not use the truck.



Licence plates, reflectors and markings

Are all licence plates, reflectors and marker boards fitted, clean and free of damage?



Fuel and oil leaks

- Is the fuel tank cap present?
- · Can you see any fluid leaking below the truck with the engine running?



Washers and wipers

- Do the wipers move all the time when switched on?
- Are the blades in good condition? Do they clear the screen properly?
- Do the washers work fine? Is there enough water? Do the washers point at the screen?



Batteries

- Are the batteries properly held in place by clamps, not just by the cables?
- Do not use the truck if the batteries are leaking.

Wings and mudguards

Are the wings and mudguards securely in place and free from damage?



Body and load security

- Is the body properly fixed to the chassis? Are there any missing bolts or broken brackets?
- Is ancillary equipment such as fire extinguishers securely attached?
- Is other loose equipment such as load straps securely stowed?



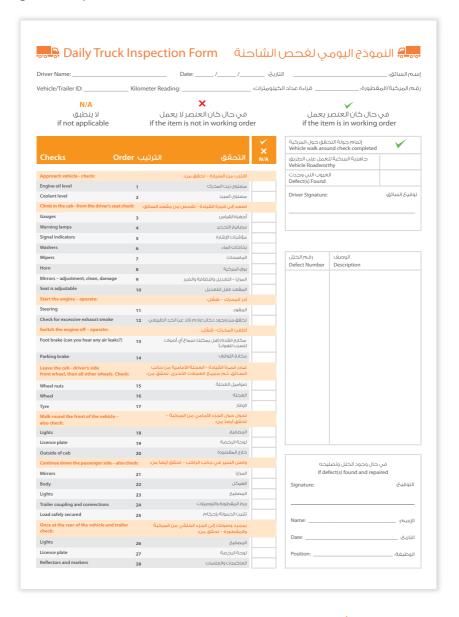
Is the load secure?

Check that whatever type of load you are carrying is secure and will not move or fall from the vehicle.



Recording of defects

All defects must be reported in writing using the daily truck inspection form. Here is a good example of one.



What to do next

Remember to complete all the sections and sign the **Daily Truck Inspection Form**. Hand the report to your manager if there are any defects before you leave. If there are no defects, record this on the checklist next to your signature, keep the report with you in case defects are noted during your shift and hand in completed checklists to your manager at the end of your shift or once you return to base.

YOU MUST **NOT** USE YOUR VEHICLE IF THERE ARE ANY DANGEROUS DEFECTS.

