Interior Checks	Yes	No*	N/A
Driver seat in correct position with all controls in reach			
Clear of any warning lights			
All dashboard controls operational			
Interior mirrors undamaged and clean			
All mirrors correctly positioned based on			
Front windscreen wipers and washer working			
Rear windscreen wipers and waser working			
Sufficient Fuel			
Heating system operational			
Ventilation system operational			
All seats fixed and undamaged			
All seatbelts operational and undamaged			
Horn operational			
Interior lights operational			
There is no damage to the interior body			
Equipment for disabled users (if applicable) is available			
Permit (if applicable) in place			
Once Passengers on the Vehicle	Yes	No*	N/A
Any luggage is securely stowed			
Aisle and exits are clear			
All passengers have been notified they need to wear a seatbelt			
Any passenger under 14 is wearing their seatbelt/ in a suitable child seat			

Exterior checks	Yes	No*	N/A
Sufficient oil			
Sufficient engine coolant			
Sufficient brake fluid			
Sufficient screen wash			
Damage free windscreen			
Rest of glasswork damage free			
Front wipers undamaged and clean			
Rear wipers undamaged and clean			
Exterior mirrors undamaged and clean			
All lights functional and visible			
Tyre pressure (including spare) at correct level			
Tyre tread (including spare) at minimum of 1.6mm around central 3/4 of wheel			
Tyres undamaged with no cuts, cracks or bulges			
All doors opening and closing correctly			
All locks working correctly			
Bodywork undamaged			
Free of fluid leaks			
Ramp (if fitted) works safely and securely stowed			
Lift (if fitted) works safely and securely stowed			
Trailer (if fitted) has operational brake and indicator lights			

Do You Know:	Yes	No*	N/A
Fuel type			
Location of the spare wheel, brace and jack			
Location and content of first aid kit			
Location of safety equipment			
Location of fire extinguishers			
If speed limiter installed			
Insance information			
Breakdown process			
Any medical or special needs for passengers			