

3. Vehicle Defect Reporting

**BUDGET CONTRACT
DISTRIBUTION LTD**

**FULLFLOOD ROAD
HAVANT
HAMPSHIRE
PO95AX**

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As a driver it is your legal responsibility to ensure that the vehicle you are driving is safe. To assist you a Drivers' Vehicle Defect sheet is provided in the cab of the vehicle.

The Drivers Vehicle Defect Report should be completed by each driver at the start of their working shift. The report should act as an aide memoir so that you do not forget to check anything. During your working day it is recommended that you take a look around your vehicle to ensure that no faults have developed since starting work.

If you discover a fault which you can repair yourself, such as replacing a light bulb, record this on the Drivers Vehicle Defect Report. This is important because if this fault is found to be a regular occurrence there may be a more serious underlying problem.

Should you find a fault that you cannot rectify it must be reported immediately. If the fault is safety critical then the vehicle cannot be used until repaired. (e.g. punctured tyre). If the fault is deemed to be non-safety critical e.g. chip in the windscreen, small tear in the curtain the vehicle may still be serviceable. Non critical faults must be recorded on the defect reporting form every day until repaired with the words "reported U/O" (U/O being under observation). The workshop repairing the fault will require the Drivers Vehicle Defect Report in order to help identify the problem and for signing once the fault is repaired.

Completing the Drivers Daily Vehicle Defect Report

Most of what is written on the Drivers Vehicle Defect Report is self explanatory. Fill it in neatly and clearly,

- **Week ending date:** the date on the Sunday at the end of the week.
- **Vehicle Registration:** The vehicles registration.
- **Week ending mileage:** The mileage of the vehicle at the end of the working week (Sunday).
- **Check List:** This is to be used as an aide memoir for drivers when checking their vehicles at the start of their working shift. A tick should be placed in the box if there is no defect and a cross if there is a problem in any particular category.
- **Drivers Name:** This is your name printed to include Surname.
- **Drivers Signature:** Your signature to say you have carried out a full vehicle check.
- **Date:** The date that you have completed the check.
- **Report Defects:** This is where you write a brief description of the defect found. Enter the item number, the date the defect occurred. Care should be taken to describe accurately where the defect is. E.g. (N/S or O/S nearside- passenger side or offside – drivers side). All defects should be recorded even if they are to be immediately rectified by the driver.
- **Defects rectified by:** Either your name if you have rectified the defect or the name of the company/person who has rectified the defect.

If you have more than one defect listed it is advisable to number them, and when they are rectified the corresponding number should be written alongside the name of the person who has rectified

them. This allows a check to be kept which defects have been rectified and which are still under observation.

Defects which occur during your working shift should be added to the Drivers Daily Vehicle Defect Report.

If you change vehicles during your working shift then a new entry should be entered onto the Drivers Weekly Vehicle Defect Report sheet that accompanies that vehicle.