



# HGV DRIVERS' WALK AROUND CHECK



The person made responsible by the operator must undertake a minimum of **1 daily walk check in 24 hours**.



As a driver, the **DVSA recommend** this check is carried out before you first drive the vehicle each day.



Each check should consist of a walk around look over the **whole vehicle** or combination.



On **multi-trailer operations** a walk around check of each trailer used should be made.



Always allow enough time for the completion of these checks!



Reports should be made available for a minimum of **15 months** - along with details of the **rectification work & repairer**.



Details recorded should include: **vehicle reg or ID mark, date, details of defects or symptoms, reporter/drivers name**, and who the defect was reported to.

The walk around check should cover the external condition, ensuring in particular that the



lights



tyres, wheel fixings



bodywork



trailer coupling



load security



ancillary equipments

are serviceable



As daily defect checks are vital, it is very important that the results are recorded & any defects reported in a **written report**.

**TachPro** recommend a daily defect book or the use of a real time system such as **TranzSafety**

Get assistance if required for example to see the



lights are working



or use a brake pedal

application tool such as the **Extra Foot** which can be used to check lights as well as the **braking system** for leaks.

A responsible person must undertake a daily walk around check before a vehicle is used. As a driver, you may carry out the check before you first drive the vehicle on the road each day.

The person made responsible by the operator must carry out a minimum of one check in 24 hours. The check should consist of a walk around look over the whole vehicle or combination. On multi-trailer operations a defect check should be made on each trailer being used.

The check should cover the external condition, ensuring in particular that the lights, tyres, wheel fixings, bodywork, trailer coupling, load and ancillary equipment are serviceable.

Assistance may be required at some time during the inspection, for example to see that lights are working. Alternatively, a brake pedal application tool may be used as an effective way of making sure stop lamps are working and that the braking system is free of leaks. In addition, a torch, panel lock key or other equipment may be needed.

As a driver you must be able to report any defects or symptoms of defects that could prevent the safe operation of the vehicles you drive. In addition to daily checks you must monitor the roadworthiness of your vehicle when being driven and be alert to any indication that the vehicle is developing a fault (e.g. warning lights, exhaust emitting too much smoke, vibrations) or other symptoms.

Any defects found during the daily check, while the vehicle is in use or on its return to base must be the subject of a written report by you or some other person responsible for recording defects.

All drivers' defect reports must be given to the Workshop Manager to ensure that any appropriate action is taken. This might include taking the vehicle out of service.

#### **THIS SHOULD BE FILLED IN BEFORE LEAVING THE YARD**

- SEPERATE DEFECT NOTES SHOULD BE MADE OUT FOR BOTH TRACTOR AND TRAILER
- IF NILL DEFECTS ARE RECORDED WHITE COPY MUST BE HANDED IN BEFORE THE START OF YOUR JOURNEY.
- CHECKS SHOULD BE MADE TO YOUR VEHICLE AND TRAILER THROUGHOUT YOUR SHIFT AND ANY DEFECTS NOTICED SHOULD BE ENTERED ON A NEW SHEET AND HANDED IN ON YOUR RETURN.
- IF DEFECTS ARE FOUND ON YOUR FIRST USE CHECK, THESE SHOULD BE ENTERED ON YOUR DEFECT SHEET AND GIVEN TO YOUR SHIFT MANAGER.
- THEY WILL THEN ADVISE TRAFFIC AND PASS YOU ON TO A CONTACT IN THE WORKSHOP.
- THEY WILL RECTIFY THE PROBLEMS OR CHANGE VEHICLES OR TRANSSHIP LOAD TO ANOTHER TRAILER
- ONCE DEFECTS ARE RECTIFIED THE FITTER IS TO SIGN THE DEFECT BOOK

#### **TO COMPLETE YOUR DEFECT REPORTING**

- LOG ON TO NAVMAN WITH 4 DIGIT PIN, YOUR NAME WILL APPEAR ON THE SCREEN.
- SELECT RELEVANT OPTION FROM MAIN MENU
  - (A) DEFECT
  - (B) NIL DEFECT
- SCROLL THROUGH DROP DOWN LIST TO SELECT VEHICLE AND ENTER THE TRAILER NUMBER.
- COMPLETE THE FORM
- PRESS SEND WHEN YOU HAVE COMPLETED THE PROCESS

I have been given practical instruction on how to complete a daily walk round check of the vehicle and the use of the NAVMAN system to report any defects / non defects. I understand and I will comply with this requirement at all times.

Signed .....

Dated .....

Print Name .....

Training completed by .....

Dated .....

Print Name .....