

Van daily walkaround check sheet

VCT

Check the van before the first journey each day. Tick each item if it's OK. Mark X if not, and write it in the defects box.

Registration

Week starting

Driver

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Inside the cab							
Windscreen clear, nothing blocking the view							
Mirrors and cameras							
Wipers and washers							
Dashboard warning lights							
Steering							
Horn							
Foot brake and handbrake, pedals clear							
Seats and seat belts							
Outside the van							
Lights, indicators and brake lights							
Tyres (tread, pressure, damage) and wheels							
Bodywork and doors							
Number plates							
Exhaust (leaks, smoke, noise)							
Fuel cap secure, no leaks underneath							
Under the bonnet							
Oil, coolant, brake fluid, steering fluid, screenwash							
Battery secure and not leaking							
AdBlue level (if used)							
Alternative fuel system (if fitted)							
Load, towing and equipment							
Load secured; doors and tailgate lock							
Tow bar and trailer (if towing)							
Other equipment, such as a tail lift							
Mileage at start							
Time checked							
Driver's initials							

Defects found

Report every defect to the person responsible straight away. If it could make the van unsafe, don't drive it until it's fixed.

No defects all week? Write "Nil" in the first row.

Day	What's wrong	Dangerous?	Reported to	Fixed (date, by)

Driver's signature

Date handed in

Based on DVSA guidance: gov.uk/guidance/carry-out-van-daily-walkaround-checks. Contains public sector information licensed under the Open Government Licence v3.0. This sheet is a record-keeping aid, not legal advice; add any checks specific to your vans.

Rather do it on a phone, with photos and defects sent to the office? thevct.co.uk