Drivers Responsibilities for Daily Walk Around Checks and Defect Reporting

Daily Walk Around Checks

A responsible person must undertake a daily walk around check before a vehicle is used. As a driver, DVSA recommend this check is carried out before you first drive the vehicle on the road each day. Where more than one driver will use the vehicle during the days running the driver taking charge of a vehicle should make sure it is roadworthy and safe to drive by carrying out their own walk around check.

The check should consist of a walk around look over the whole vehicle or combination. On multi-trailer operations a walk around check should be made on each trailer being used. The walk around check should cover the external condition, ensuring in particular that the lights, tyres, wheel fixings, bodywork, trailer coupling, load security and ancillary equipment are serviceable. The company policy and procedure for carrying out daily walk around checks must be followed.

Driver Defect Reporting

As the driver, you are responsible for the condition of your vehicle when in use on the road. Any defects found during the daily walk around 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. The company policy and procedure for reporting defects must be followed.

Drivers Responsibilities and Duty of Staff

It is a driver’s **legal** responsibility to carry out a daily walk around check and report any defects that are found during those checks. Drivers share the responsibility for the vehicle’s roadworthiness with the operator. Drivers may be fined or prosecuted for the existence of defects found on the vehicles they drive if they are considered partly or wholly responsible for the existence of them. It is extremely important that [Company Name] maintains an effective safety inspection programme and you as a driver have certain duties and responsibilities regarding the safe operation of the company’s vehicles.

*I confirm that I have been made aware of my legal responsibilities regarding carrying out daily walk around checks and the reporting of defects found and I am aware of the company policy and procedures regarding these.*

*If I have questions about daily walk around checks or defect reporting or [Company Name] policy and procedures, I understand it is my responsibility to seek clarification from [Company Representative or Department].*

|  |  |
| --- | --- |
| Employee Signature: |  |

|  |  |
| --- | --- |
| Print Name: |  |

|  |  |
| --- | --- |
| Transport Manager: |  |

|  |  |
| --- | --- |
| Print Name: |  |

|  |  |
| --- | --- |
| Date: |  |