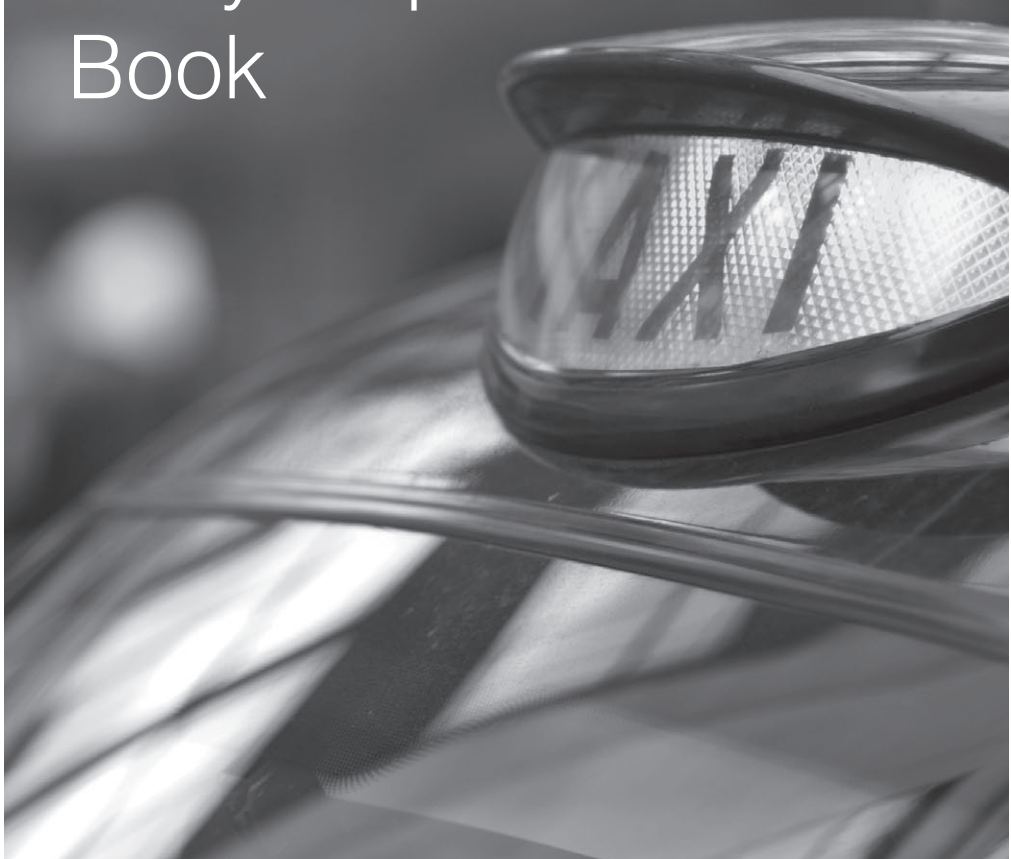


Hackney Carriage and Private Hire Vehicle Daily Inspection Book



Vehicle Registration Number :

Vehicle Plate Number:

Date Started:

Vehicle Conditions

The Licence conditions for ALL licensed hackney carriages and private hire vehicles state.

The proprietor, or a nominated representative, as a minimum, should check and record daily that the following are in legal working order:

- Lights
- Tyres/wheels
- Wipers
- Fluid levels
- Brakes
- Handbrake

How to complete this record sheet

1. Each day prior to commencing work you must check that the vehicle is in a safe and roadworthy condition and that it complies fully with the appropriate vehicle conditions, Highway Code and any other relevant legislation. A tick or cross must be placed against each item to indicate whether or not it is satisfactory.
2. At the beginning of the week the date must be entered at the top of the page and the check sheet completed on a daily basis. This will include both the name and signature of the person checking the vehicle. If the vehicle is used by more than one driver then each driver must check the vehicle before use and record their findings.
3. Any defects noted, must be recorded in the text box at the bottom of the page together with any remedial action taken.
4. Where a vehicle is not used on any day this must be clearly indicated on the inspection sheet.
5. A log of checks must be kept for a minimum of 12 months and should include details of any defects and remedial work undertaken.

Week 1

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 2

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 3

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 4

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 5

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 6

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 7

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 8

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 9

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 10

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 11

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 12

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 13

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 14

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 15

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 16

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 17

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 18

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 19

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 20

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 21

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 22

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 23

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 24

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 25

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).

Week 26

Date:	Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Lights														
Tyres/wheels														
Wipers														
Fluid levels														
Brakes														
Handbrake														
Other (detail below)														
Name and Signature														

Comments/Notes: (Including highlighting defects and remedies undertaken as well as any other issues discovered and resolved).



North East
Derbyshire
District Council



We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

Chinese

我们会说你的语言

If you require this publication
in **large print**

or another format please call:

Bolsover District Council on

01246 242424 or

North East Derbyshire District
Council on **01246 231111**