

Documents and information you can refer to in the toolbox talk – look at these before you begin!

- Vehicle safety and maintenance guides: <https://www.gov.uk/government/collections/vehicle-safety-and-maintenance-guides>
- Heavy goods vehicles (HGV): driver's daily walkaround check: <https://www.gov.uk/government/publications/heavy-good-vehicle-drivers-daily-walkaround-check>
- Guide to maintaining roadworthiness Commercial goods and passenger carrying vehicles: <https://www.gov.uk/government/publications/guide-to-maintaining-roadworthiness>
- Driving a van: daily walkaround check: <https://www.gov.uk/government/publications/van-drivers-daily-walkaround-check>
- PSV drivers' daily walkaround check: <https://www.gov.uk/government/publications/public-service-vehicle-drivers-daily-walkaround-check>
- Categorisation of vehicle defects: <https://www.gov.uk/government/publications/categorisation-of-defects>

1. Aim of toolbox talk

The aim of this toolbox talk is to communicate company policy of ensuring that vehicles, trailers and specialist equipment are checked for defects immediately before they are used to make sure they operate on the roads safely, within the law and with consideration of the environment.

2. How this toolbox talk will help you

This toolbox talk covers what and how to check vehicles, trailers and specialist equipment for roadworthiness and how to report any defects. Our vehicles are an important asset. As such they need to be looked after. Our company goal is to minimise any issues that will impact negatively on our business. If not properly managed and maintained we are more likely to have or cause accidents.

The talk will end with some questions, so listen up!

3. Reason why

It's estimated that 85 per cent of roadworthiness infringements could be avoided if a walkaround check was done by the driver before starting their journey.

In 2014, it was reported that two thirds of HGV's stopped by police were defective or being driven illegally.

A study by DVSA revealed that many vans fail their MOT on their first time and 46 per cent fail re-tests. Around a quarter of prohibitions issued to vans are due to the condition of the tyres.

A daily walkaround check helps to ensure that the vehicle, trailer and any specialist equipment is:

- Clean
- Roadworthy
- Safe to drive

This helps keep you, your vehicle and other road users safe by reducing the likelihood of incidents or collisions. The walkaround check should also help to highlight and fix any defects before they cause a more serious problem. This can reduce maintenance costs as well as vehicle downtime.

Making sure your vehicle, trailer and any specialist equipment is roadworthy and safe to drive is a legally binding aspect of being a driver. Failure to comply can lead to a prohibition, a fixed penalty and points on your licence.

4. Who needs to do the vehicle checks?

All drivers (including sub-contracted and agency drivers) are required to check their vehicle on a daily basis. As the driver, you are responsible for the condition of your vehicle when using it on the road.

5. When should the checks be done?

Drivers shall check the vehicle and have defects rectified (if necessary) by a competent person(s) prior to usage each day with a minimum of one check within each 24 hours. Where there is a change in vehicle or trailer during the day, the driver taking charge should conduct their own walkaround check.

6. Why does this talk need to be given? (Points to emphasise)

- Daily defect checks are vital, and the results of such checks shall be recorded. If you report defects then the maintenance team can fix it. Doing the walkaround checks means that defects are spotted early, before they become more serious. This means that the repair cost may be lower and the vehicle will spend less time off the road. This helps the company to become more profitable - which ultimately benefits you
- As part of your walkaround check, you should also check that the vehicle is clean on the outside and inside. Do not leave rubbish on the dashboard. Make sure that paperwork and delivery notes are in a ring binder or folder and not scattered around the cab
- You (the driver) are legally responsible for the vehicle you are driving. You may be prosecuted for the defects found on the vehicle you drive if you are considered partly or wholly responsible for the existence of them. Failure to take these responsibilities seriously could result in the loss of the driver's licence

Toolbox Talk – V2 Daily walkaround checks

7. What does a daily walk around check entail? (Defect Reporting)

- ⦿ Use a daily walkaround checklist and vehicle defect form (see example below)
- ⦿ Submit this to your manager for record keeping purposes. Records shall be retained for 15 months, except for nil defect reports which shall be kept until the next safety inspection
- ⦿ If you do discover a defect, you must record it and report it by submitting the walkaround check immediately. Don't wait for the end of the week. If the defect means that the vehicle is not roadworthy then you should not drive it. Speak to your manager or supervisor immediately to confirm that the vehicle is not roadworthy. Remember to do the walkaround check on any substitute vehicle provided
- ⦿ As you carry out each check, tick it off. If there is an issue, highlight it. If you are not sure about something, ask for help either from your manager, supervisor or another colleague
- ⦿ It is important that we have a record that these checks have taken place. Completed forms are reviewed and influence decision making. For example, if a particular vehicle keeps on having defects reported we might consider replacing it with a newer vehicle. It may even influence the make of vehicle we buy in the future

8. Incentive

If drivers undertake daily walkaround checks it results in:

- ⦿ Improved performance of the vehicles as defects are reported and fixed before they become a serious problem
- ⦿ Improved reputation and corporate image as a clean and well maintained vehicle looks professional
- ⦿ Reduced likelihood of collisions with their attendant cost, time and reputation loss
- ⦿ Reduced fines and penalty points

If vehicle defects are sufficiently serious they can result in a charge of dangerous driving. This can result in 3-11 points, two years imprisonment, unlimited fine and obligatory disqualification.

9. Questions to ask to ensure that the talk has been understood

1. Who needs to do the vehicle checks?
2. When should the daily walkaround checks be carried out?
3. How often should a walkaround check be carried out?
4. What is the purpose of doing a walkaround check?
5. What must you do if you discover a defect?
6. What things should you be looking for when checking the tyres and wheels?
7. What should you be looking for when checking inside the cab and externally?

10. Final Summary

To sum up, we need to make sure our vehicles, trailers and any specialist equipment are roadworthy and safe to drive. You should now understand why walkaround checks are so important, how to do them, what to look out for, and when and how to submit the associated forms. The key priorities are to keep yourself and other road users safe.

Remember to always submit your completed walkaround check sheets, even if no defects have been found as we need them for our records.

Thank you for your time – and now I would like your feedback.

Toolbox Talk – V2 Daily walkaround checks

Driver's name:			Date:		
Vehicle registration:					
Trailer fleet/serial no:			Odometer reading:		
Daily or shift check (Tick or cross)			*Items refer to articulated lorry and trailer combinations		
Fuel / Oil leaks		Lights		Brake lines*	
Battery security (condition)		Reflectors		Coupling security*	
Tyres and wheel fixing		Indicators / Side repeaters		Electrical connections*	
Spray suppression		Wipers		Brakes incl ABS/EBS	
Steering		Washers		Security of body / wings	
Load security		Horn		Markers / Registration plates	
Mirrors (inc Class V and VI)		Excessive engine exhaust smoke		Glass	
Driving aids (cameras, sensors etc) fitted and serviceable		Vulnerable road user warning signage		Side under-run protection	
Report defects here:			Rectified:		
Defect reported to (print):					
Write NIL if no defects found:			Driver's signature:		
Defects rectified by (print):					
Signature			Date		

