

Work Instruction – Driver Handbook

Appendix 1 – Pre-Trip Inspection

Driver: _____

Vehicle: _____

Registration Number: _____

Date: _____

Odometer Reading: _____

1. Vehicle

- ☐ Tyres and wheels checked for visible defects
- ☐ Tyre tread and tyre pressure visually satisfactory
- ☐ Wheel nuts visibly secure
- ☐ Lights, indicators and hazard warning lights operational
- ☐ Mirrors, windows and windscreen wipers checked and in good condition
- ☐ Registration plates present and legible
- ☐ Engine oil, coolant and windscreen washer fluid at sufficient levels
- ☐ No visible leaks
- ☐ Curtain / bodywork / doors / locking devices undamaged, properly closed and operational
- ☐ Horn and warning lights operational

2. Safety Equipment

- ☐ High-visibility vest, first aid kit and warning triangle available
- ☐ Fire extinguisher available and within inspection period
- ☐ Wheel chocks available
- ☐ Personal protective equipment complete and undamaged
- ☐ Torch available (where required)

3. ADR Equipment (where required)

- ☐ ADR training certificate valid
- ☐ Instructions in Writing current and available
- ☐ Orange-coloured plates and hazard labels correctly displayed
- ☐ ADR equipment complete
- ☐ Eyewash and other required equipment available

4. Cargo / Loading Unit

- ☐ Load fully received
- ☐ Load, packaging and loading units undamaged
- ☐ Load properly secured
- ☐ Gross vehicle weight and axle loads within permitted limits
- ☐ Loading area clean and free from product residues, plastic pellets and other contamination (Operation Clean Sweep – OCS)

5. Documents

- ☐ Driving licence valid
- ☐ Driver Certificate of Professional Competence (Code 95) valid
- ☐ Driver card available
- ☐ Identity card / passport available
- ☐ Freight and transport documents complete
- ☐ Required documentation (e.g. ADR transport document, permits or customs documents) complete (where applicable)

6. Final Check

- ☐ Brake test carried out
- ☐ Vehicle roadworthy and ready for operation
- ☐ Identified defects reported to Dispatch

Identified Defects / Remarks: _____

Driver: _____

Signature: _____

Copyright

This document is protected by copyright.

Any reproduction, distribution or other use of this document, in whole or in part, is prohibited without the prior written consent of SUN Global Logistics Solutions GmbH.