



Items to check:	Notes:
Oil Level	If low, top up. Oil is kept in safety / supplies box in minibus.
Washer Fluid	If low, top up. Spare fluid kept in safety / supplies box in minibus.
Brake Fluid	If low, do not drive the minibus and inform FXU as soon as possible.
Coolant Level	If low, top up with water.
Power steering fluid	If low, do not drive the minibus and inform FXU as soon as possible.
Windows Clean and crack-free	Use cleaning equipment provided if necessary. Do not drive the minibus if windscreen is severely cracked or vision is obscured in any way.
Lights (all of them)	Do not drive the minibus if lights are not in working order.
Hoses not perished (visual check)	
Check between the pairs of back wheels (Vinnie only) to ensure no debris is lodged between them	Remove any obstructions if safe and simple to do so. If you are unable to remove anything causing an obstruction, do not drive the minibus and inform FXU as soon as possible.
Dust caps on tyres	Tighten up if any are loose and inform FXU if any are missing.
Wheel nuts are secure (visual check)	
Doors Safe	If any doors are not working properly and are therefore not safe, do not drive the minibus , and inform FXU as soon as possible.
Mirrors Clean and correctly adjusted	Use cleaning equipment provided if necessary, and make any required adjustments to mirrors.
Safe driving position	Adjust seat as required. (Pull lever under front of seat to move).
Instrument panel warning lights	Fuel warning – put diesel in minibus immediately. Brake warning – do not drive minibus if not already started journey. Alternatively, get minibus to safe location and a) call for help from RAC if not able to complete journey, and b) inform FXU as soon as possible.
Wipers and washer work properly	If wipers are not working properly, please inform FXU as soon as possible. Replace washer fluid if necessary – see above.
Correct functioning of brakes	If there are any problems with the brakes, do not drive the minibus and inform FXU as soon as possible.
Fuel level	If you need to, add fuel to complete your journey. Keep your receipt and hand in to FXU together with the mileage form when you return the keys. The amount you have spent will be deducted from your fuel charge (20p per mile), and any over-spend will be reimbursed to you.
Seat Belts are working properly and not twisted	Passengers should not travel in seats if the seatbelt is not working. <u>Drivers are responsible for ensuring all passengers wear seatbelts.</u>
Luggage rack and ladder are secure	Use bungy cords provided (in safety / supply box), to secure any luggage and the ladder, as necessary.
Location and contents of First Aid Kit	Inform FXU of any used or missing items.
Tyres visual check	Pressures, tread and walls
Damage	If pressure low, pump up immediately. If tread or walls worn or damaged, inform FXU as soon as possible and do not drive the minibus, if not within legal limit (mm)
	Check and record any damage to the vehicles interior and/or exterior.

I have read and understand the above guidance notes: Signature _____ Date: _____