

THINGS THAT MUST BE DONE DAILY

DAILY PROCEDURES

Daily Vehicle Check

- Using the **PRESTART CHECKLIST** perform a Vehicle Prestart inspection on all vehicles in the RAV combination, **PRIOR TO STARTING A TRIP**.
- (Complete your Company's/Employers' AMMS pre-trip procedures in accordance with your Company's **AMMS Procedures**. (If applicable))
- Mark/tick the **DAILY TRIPSHEET BOOK** appropriately to record & confirm these daily checks have been completed.

Fault Recording

- Record any equipment faults identified during the Daily Vehicle Check or during on-road operations on the Fault Record and Repair Register. Where appropriate, pass this information on to whomever is responsible in the organisation. In the instance of identifying serious or major faults

ADVISE THE APPROPRIATE SUPERVISOR/PERSON AS SOON AS PRACTICABLE/BEFORE PROGRESSING

NEVER ATTEMPT TO OPERATE AN UNSAFE VEHICLE.

Fault Repairs

- Review the **Vehicle-Specific Fault Repair Register(s)** contained within your tripsheet book.
- **PRIORITISE AND SET CONDITION LIMITS** for any **NEW** faults that have been identified.
- Monitor existing faults and review priorities for repair work.
- Decisions to monitor or defer repairs **MUST BE RECORDED WITH THE NAME OF THE PERSON MAKING THE DECISION**.
- Carry out all serious or urgent repairs **BEFORE DRIVING THE VEHICLE**.
- At the completion of the repair and any testing required, complete the Fault Repair Register and **SIGN-OFF** acceptance of the repair.

Maintenance Schedule

- Review the Maintenance Record for all vehicles.
- Arrange maintenance services including any repairs in accordance with the Maintenance Record, Fault Repair Registers and the Vehicle Service Schedules/Registers.
- Sign the Maintenance Record when the servicing has been completed in accordance with the Service Schedule and the set methods.
- Schedule the next service on the Maintenance Record.

Fatigue recording

- Record all work & non-work periods and short breaks as the shift progresses – **DO NOT TRY TO COMPLETE THE DAILY LOG/RECORD FROM MEMORY AT THE END OF SHIFT**