



# Shire of Dardanup RoadWise Committee Vehicle Check Sheet

**We can all do something to improve road safety.**

This Vehicle Check Sheet is provided as a guide for vehicle owners and drivers to assess vehicle condition and roadworthiness on a regular basis. The Vehicle Check Sheet should not take the place of regular mechanical inspections and servicing by qualified service agents and repairers.

The listed checks should be conducted in accordance with manufacture's guides and specifications and any subsequent repairs or work completed by qualified service agents and repairers.

Care should be taken when checking operational components of a vehicle to avoid injury. Please consult manufacture's guides or owner's manuals.

This Vehicle Check Sheet is intended as a general guide, as such, some listed checks may not be relevant to every vehicle.

**Regular checks of your vehicle is one way you can help.**

This guide was originally prepared for the Albany RoadWise Committee by the Western Australia Police Great Southern Traffic Office.

## CONTACT

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## Around the Vehicle

Tick for  
okay

Give your vehicle a general 'once-over' Inspection, to check:

That all the fittings are secured (mudflaps, wind defectors, roof racks, etc.).	
Windscreen & windows (are they clean inside & out, are there any cracks, chips, etc.).	
All lights for damage (headlamps, tail lamps, side indicators).	
External mirrors (clean and serviceable).	

## Inside the Vehicle, check:

All seat belts (belts not frayed, buckles click into receptacle, belt locks when pulled, belts retract fully)	
Seats (not broken, they slide & recline properly, headrests adjusted properly).	
Interior rear-view mirror (clean, secure and operates correctly).	
Floor coverings (no holes, tears, frays, floor mats secure - no driver interference).	
Foot pedals (no sharp edges and rubber covers serviceable).	
The dashboard (nothing covering the airbag areas).	
Driver's instrument cluster (clean and all instruments operational).	
Additional devices - ipod/phone docks, GPS units etc. (secure and do not obstruct the driver's field of view).	

## Vehicle Mechanics & Operation

Using your vehicle Owner's Manual as a guide, complete the following checks:

The service history (is the vehicle due for a service)	
The Petrol Cap (secure and seals as required)	
Engine oil level	
Brake reservoir level	
Radiator levels in the radiator and reservoir. <b>CAUTION - do not open when hot.</b>	
Power steering fluid level.	
Automatic transmission oil level.	
Windscreen washer fluid is full.	
Battery is secure and the terminals are tight and clean.	
Check for fluid leaks around engine and under the vehicle.	
Fan belts are tight and serviceable (no visible cracks for fraying).	
The horn operation.	
Windscreen wiper (front & rear) operations, all speeds and washer function.	
Parks lights front & rear.	
Headlamp operation (low & high beam) and that the lenses are clean (faded lenses reduce effectiveness).	
Brake light operation.	
Indicator and hazard light operation (left and right, front, rear and side repeaters).	
The reverse and rear number plate light operation.	
Check tyre pressure, including spare.	
Tyre wear is even (each tyre should have a minimum of 1.5mm tread depth across the entire width).	
That the tyre changing equipment is present and operational (know how to use it).	

Drive the vehicle on a flat smooth road, and check:

Wheel alignment (does the vehicle veer left or right? If yes, get a wheel alignment)	
Wheel balance (does the steering wheel vibrate excessively above 60 & 80kph? If yes, get a wheel balance).	

## Optional Extras

Fire Extinguisher (check it is full, in date, not damaged)	
First Aid Kit (check it is full and contents not out of date)	

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