

DIGI CLIP

Light Vehicle Daily Pre-Start Checklist

Form Purpose

This form is used to confirm the vehicle is safe and roadworthy before daily use. It supports early identification of defects, driver accountability, and evidence-based compliance, and is designed to be completed quickly at the start of each trip.

Instructions

Select the appropriate response for each item. Where 'No' is selected, provide details in the comment field and attach a photo if applicable.

STOP WORK: Work must not commence and the vehicle must not be operated if a critical safety issue, missing control, unsafe condition, or unresolved defect is identified. Tag out the vehicle and inform your supervisor.

Form Details

Date:		Time:	
Driver Name:		Manufacturer:	
Model:		Registration Number:	
Fleet Number:		Odometer:	

Checklist Sections

Driver Fitness	
Worker is fit for work and free from fatigue, illness, injury, alcohol, drugs, or other impairment:	☐ Yes ☐ No
Driver holds a valid licence or authorisation to operate this vehicle:	☐ Yes ☐ No

Exterior	
Body exterior is free from damage or dangerous projections:	☐ Yes ☐ No ☐ N/A
Tyres are correctly inflated, have adequate tread, and are free from visible damage:	☐ Yes ☐ No ☐ N/A
Wheels and wheel nuts are secure and in serviceable condition:	☐ Yes ☐ No ☐ N/A
Headlights, taillights, indicators, and brake lights are operating correctly:	☐ Yes ☐ No ☐ N/A
Windscreen, windows, mirrors, and wipers are clean and serviceable:	☐ Yes ☐ No ☐ N/A
Windscreen is free from stone chips or cracks in the driver's line of sight:	☐ Yes ☐ No ☐ N/A

Under Bonnet	
Engine oil, coolant, and other fluid levels are adequate and free from visible leaks:	☐ Yes ☐ No ☐ N/A

Under Bonnet

Windscreen washer fluid is adequate:

☐ Yes ☐ No ☐ N/A

Cab and Cargo Area

Doors close and lock correctly:

☐ Yes ☐ No ☐ N/A

Seatbelts are undamaged, retract fully, and buckle securely:

☐ Yes ☐ No ☐ N/A

Foot brake operates smoothly and holds the vehicle:

☐ Yes ☐ No ☐ N/A

Parking brake operates correctly and holds the vehicle:

☐ Yes ☐ No ☐ N/A

Steering operates correctly and is free from excessive play:

☐ Yes ☐ No ☐ N/A

Horn is operating correctly:

☐ Yes ☐ No ☐ N/A

Dash warning lights have extinguished after start-up:

☐ Yes ☐ No ☐ N/A

Reversing camera or alarm, if fitted, is operating correctly:

☐ Yes ☐ No ☐ N/A

Cargo area and loose items are secured:

☐ Yes ☐ No ☐ N/A

Fuel level is adequate for the planned journey:

☐ Yes ☐ No ☐ N/A

Safety Equipment

Fire extinguisher is available, charged, and within service date:

☐ Yes ☐ No ☐ N/A

First aid kit is available, within expiry date and adequately stocked:

☐ Yes ☐ No ☐ N/A

Spare wheel, jack, and wheel brace are available and serviceable:

☐ Yes ☐ No ☐ N/A

Additional Concerns

Are there any additional safety or operational concerns with this vehicle not identified in this checklist? (if Yes, describe in the comment field):

☐ Yes ☐ No

Comments

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Declaration

By signing below, I declare that the information provided in this form is accurate and complete to the best of my knowledge based on the information available to me.

Signature:

The forms and checklists provided by DIGI CLIP are designed as practical tools to support your workplace processes. They are intended as a general guide only and may not cover every requirement specific to your industry, site, or jurisdiction. DIGI CLIP recommends reviewing your forms with a qualified professional to ensure they meet all applicable laws, regulations, and standards relevant to your operations.