

<b>Date:</b>	<b>Depot:</b>	<b>Bus No:</b>
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<b>INITIAL INSPECTION:-</b> To be carried out on the vehicle prior to leaving the Depot. (Please tick boxes as you check)			
<b>Cab Warning Devices</b>	<b>Interior Lighting</b>	<b>Fuel / Oil / Water Leaks</b>	
<b>Wipers / Washers / Horn</b>	<b>Doors / Exits (including alarms)</b>	<b>Body Exterior / Mirrors / Glass</b>	
<b>Body Interior</b>	<b>Lights / Reflectors / Indicators</b>	<b>Tyres / Wheel Fixings / Hand Brake</b>	
INITIAL INSPECTION COMPLETE... Driver's Name:		P/C No:	

In the event of the vehicle developing a defect in service, please give a brief description below being as descriptive as possible:

<i>Driver</i>	<i>Description of Defect</i>	<i>Action</i>	<i>Repaired by</i>
Name: P/C No:			
Name: P/C No:			
Name: P/C No:			
Name: P/C No:			
Name: P/C No:			

REPAIRS CARRIED OUT, VEHICLE FIT FOR SERVICE ... Signed:	(Engineer in Charge)
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On vehicle returning to Depot any apparent defects should be noted. IF NO DEFECTS PLEASE COMPLETE >>>>>	<b>VEHICLE IS FREE FROM APPARENT DEFECTS</b>  Driver's Name: _____ P/C No: _____
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**THIS CARD SHOULD REMAIN WITH THE VEHICLE AND ONLY BE REMOVED BY AUTHORISED PERSONNEL.**

# Vehicle Defect Report Card

Ref: B106

1. It is the duty of every Driver to check their vehicle before going into service.
2. To help you with this task use the tick box provided.
3. If you find any defects, report them to Control or Engineering immediately.
4. If during your spell of duty a fault develops that you consider requires immediate attention or you would like advice, you should contact the Control Inspector via the radio or telephone.
5. If the vehicle develops a fault which does not need immediate attention and you consider it safe to continue, report the defect in the box provided.
6. The report is also used to comment on the vehicles performance or condition. The last driver of the vehicle MUST complete this section on return to the depot.
7. If an Engineer or other member of staff provides a substitute bus on the road they must inspect the vehicle before leaving the Depot and complete the card overleaf.
8. An effective vehicle defect reporting system is an essential part of the terms and conditions of the Company's "Operating Licence". This system is approved by the Department of Transport Vehicle Inspectorate. The Traffic Commissioner requires that the driver must sign this card when applicable.

**D. KIRSOPP**  
**Engineering Director**

<b>EMERGENCY TELEPHONE NUMBERS:</b>	<b>Stagecoach North East (Newcastle)</b>	<b>0191 276 1411</b>
	<b>Stagecoach North East (South Shields)</b>	<b>0191 456 6521</b>
	<b>Stagecoach North East (Sunderland)</b>	<b>0191 567 5251</b>