



# **Vehicle Defect Reporting System**

## **Drivers Instruction Booklet**

*(For use in conjunction with  
Drivers Vehicle Check List card)*

**MAY 2001**

# **VEHICLE DEFECT**

## **REPORTING SYSTEM**

The purpose of the Vehicle Defect Reporting System is to provide the facility for drivers to inspect vehicles and report defects. This is a condition of our Operators Licence and a requirement of the relevant Road Traffic Regulations.

The Traffic Commissioners dictate that the Driver of a vehicle has a legal responsibility to ensure that it is operated in a roadworthy condition. They stipulate that a "First Use" inspection **MUST** be carried out prior to the vehicle leaving the depot each day and the reporting of any defects which may develop during operation of the vehicle.

If the Defect Reporting System is used effectively the drivers obligations will be fulfilled.

### **LEGENDS**

**FAULT  
CODE**

**ACTION**

- 1 -** Enter fault on Defect Card.  
Seek advice/assistance from an Engineer before using the vehicle.
- 2 -** Enter fault on Defect Card.  
Operate the vehicle.  
The defect will be attended to when the vehicle returns to the Depot.

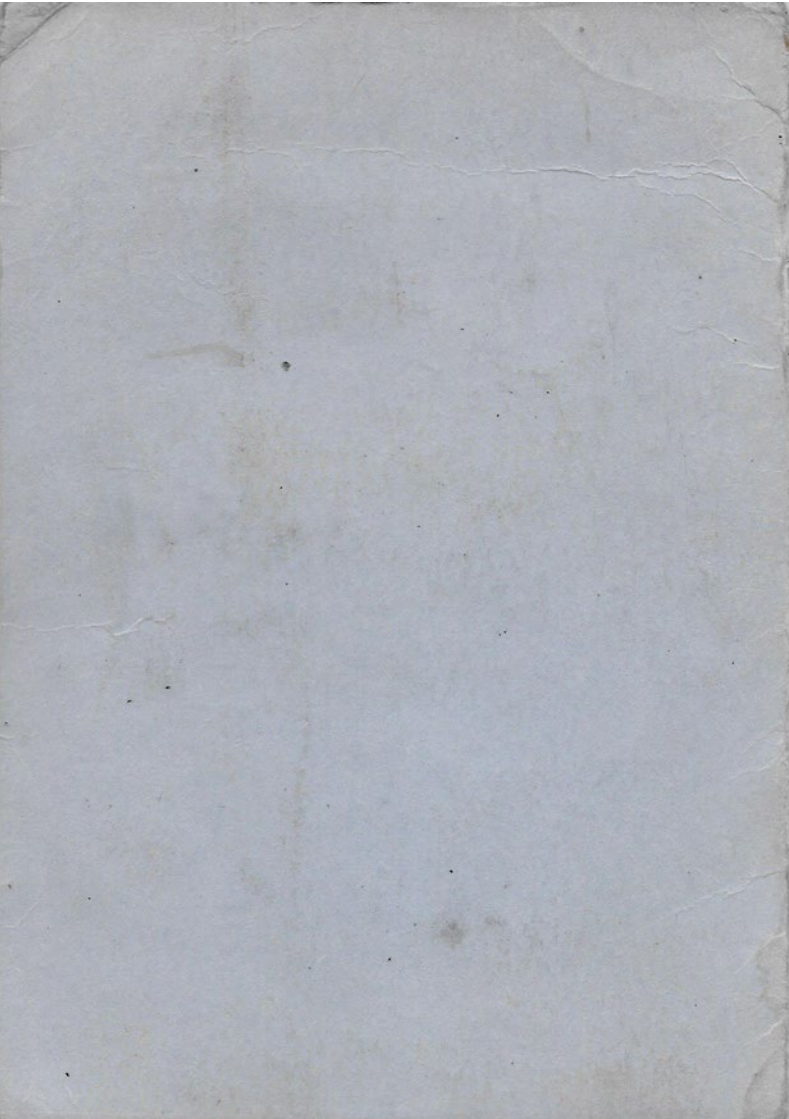
CHECK REF NO.	METHOD OF INSPECTION	NOTES	FAULT CODE	CHECK REF NO.	METHOD OF INSPECTION	NOTES	FAULT CODE
1	<b><u>CAB WARNING DEVICES</u></b>  Where vehicles have provision for checking the integrity of warning systems, operate the 'Test' button/switch and check that all systems function correctly.  With the 'Ignition On', deplete the air/vacuum by depressing the footbrake repeatedly. Check that the warning light or buzzer operates.  <i>(On Scania vehicles the engine must be running during this check).</i>  Operate the Indicators and Hazard lights. Check that the Tell-Tale lights on the dashboard (or switch) operate.	If defective     If the warning systems are inoperative     If defective	1     1     1	4	<b><u>MIRRORS</u></b>  Check interior and exterior mirrors for security, condition and adjustment.	If defective or loose	1
				5	<b><u>ENTRANCE DOORS</u></b>  Operate the entrance doors and check that the doors open and close correctly.	If the doors do not operate or are severe in their operation and likely to cause injury	1
				6	<b><u>STEP/PLATFORM LIGHTS</u></b>  With the side lights and interior lights switched on, open the entrance doors and check that the step/platform lights operate.	If the step or platform lights are inoperative	1
2	<b><u>WIPERS, WASHERS &amp; HORN</u></b>  Operate the Windscreen Wipers and Washers simultaneously. Check that sufficient water is directed on to the windscreen to allow the wipers to clean the glass effectively.  Check that the Wiper Blades clean the windscreen satisfactorily.  Operate the horn and check that it functions correctly.  <i>Note: The horn should not be sounded on public roads between the hours of 23.30 and 07.00 (except in emergency).</i>	If the wipers/washers are defective to the extent that the drivers view is impaired     If the horn fails to operate or is inaudible	1     1	7	<b><u>FIRE EXTINGUISHER</u></b>  Check that the fire extinguisher is present and secure.	If the fire extinguisher is missing or insecure	1
				8	<b><u>SEAT FRAMES</u></b>  Check each seat frame for damage, fractures and security	If a seat is damaged, fractured or insecure and likely to cause injury	1
				9	<b><u>SEAT CUSHIONS</u></b>  Check each seat cushion for presence, security, condition and cleanliness.	Cushion/seat back insecure or missing  Cushion or seat back dirty to the extent that passengers clothing would be soiled	1  1
3	<b><u>DEMISTERS</u></b>  With the engine running, switch on the demisters and check that they operate.  <i>Note: The demisters can not produce HOT air until the engine is at operating temperature.</i>	If the demisters fail to operate	1	10	<b><u>HANDPOLES</u></b>  Check handpoles and grab rails for presence, security and condition.	Handpole missing, insecure or damaged	1

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11	<b>BELLS</b> Check the operation of each bell push, ensuring that the bell or buzzer is audible in the cab.	If bells are inoperative	1	14	<b>EMERGENCY EXITS &amp; HAMMERS</b> <b>(internal check) continued</b> Check that the markings describing the position and method of opening each exit are present and legible.	If the markings are missing or illegible	1
12	<b>INTERIOR LIGHTS</b> Check that all interior lights operate and that the light covers are in good condition.	If the interior lights fail to operate or the light covers are damaged and likely to cause injury.  If up to two lights per saloon are inoperative (provided they are not above stairs or steps)	1  2	15	<b>LICENCE DISCS</b> Check that the Tax and Operators Discs are displayed	If a disc is missing	1
13	<b>FLOORS,TREADS,STEPS/STAIRS</b> Check the floor, tread/covering for condition.  Check the steps and step nosing for security and condition.	Floor tread damaged which may cause passenger to trip  Step or step nosing damaged or insecure which could cause passengers to trip	1  1	16	<b>WINDSCREENS &amp; WINDOWS</b> Check that all windscreens/windows are secure and in good condition.	Insecure or damaged windows	1
14	<b>EMERGENCY EXITS &amp; HAMMERS</b> <b>(internal check)</b> Open each emergency exit door (or window) from inside the vehicle. As each exit is opened check that the 'Exit Open' warning device operates.  Check that each exit locks securely in the closed position.  On vehicles which are provided with additional emergency exits which are of the 'Break Glass' type, ensure that the hammer provided for this purpose is present.	If the exit can not be opened or the warning device fails to operate  If the door does not lock securely in the closed position  If the hammer is missing	1  1  1	17	<b>EXTERIOR LIGHTS, REFLECTORS &amp; REGISTRATION PLATES</b> Visually check the:- - Side Lights/Marker Lights - Head Lights (high & low beam) - Number Plate Lights - Front Fog Lights (where fitted) - Rear Fog Lights (where fitted) - Hazard Warning Lights - Reflectors  Check the front and rear registration plates for presence, condition and security.	If a light is Inoperative/Defective " " " " " " If missing, illegible or insecure	1 1 1 2 1 1 2 1
				18	<b>FUEL FILLER CAP</b> Check that the fuel filler cap is present  Check that the fuel filler cap is closed securely.	If missing  Close the cap if found in the open position	1



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19	<b><u>TYRES &amp; WHEEL FIXINGS</u></b> Visually check each tyre for:- <ul style="list-style-type: none"> <li>Obvious signs of under-inflation.</li> <li>Splits, cuts or damage to tread surface and sidewalls.</li> <li>Worn tread.</li> <li>Fouling of tyres by body components.</li> </ul> Visually check wheels and wheel nuts/studs for:- <ul style="list-style-type: none"> <li>Wheel damage or fracture.</li> <li>Wheel nuts or studs missing.</li> <li>Evidence of loose wheel nuts.</li> </ul>	If under-inflated Maximum allowable cut 25mm (1"). Cuts must not expose cord or ply Minimum tread depth 1mm over 3/4 of the width of the tread Fouling by wheel arches etc. Buckled rim etc. If missing Signs of looseness are rust marks or shiny areas around the wheel nuts	1 1 1 1 1 1 1	21	<b><u>EMERGENCY EXITS</u></b> <b>(external check) continued</b> Close the door and check that it locks securely in the closed position. Check that the external markings describing the position and method of opening each emergency exit are present and legible. <i>(including upper deck where applicable).</i>	If the door does not lock securely in the closed position If the markings are missing or illegible	1 1
20	<b><u>PANEL DAMAGE</u></b> Check panels/body for accident damage. Check for items which are loose and could fall from the vehicle or cause a hazard.	Damage Damage which may cause injury to other road users or pedestrians Loose wheel arches, mud flaps etc.	2 1 1	22	<b><u>BONNETS - ACCESS FLAPS/DOORS</u></b> Check that all bonnets, access flaps/doors and luggage compartments are securely closed/locked.	If the bonnet or flap/door is not closed attempt to close it. If it will not lock	1 1
21	<b><u>EMERGENCY EXITS</u></b> <b>(external check)</b> Open the lower deck emergency exit(s) from outside of the vehicle, checking that its opening mechanism operates satisfactorily.	If the exit cannot be opened.	1	23	<b><u>OIL/WATER/FUEL LEAKS</u></b> Visually check for leaks from the engine compartment, radiator and fuel tank areas.	If there is oil, fuel or water dripping from the vehicle	1
				24	<b><u>DIRECTION INDICATORS</u></b> Check that all indicator lights operate and that they do not flash erratically.	If the indicators fail to operate correctly	1
				25	<b><u>STOP LIGHTS</u></b> Check the operation of the stop lights. <i>(you may require the assistance of another employee).</i>	If any of the stop lights fail to operate	1
				26	<b><u>HANDBRAKE</u></b> With the handbrake firmly applied in the "ON" position, attempt to drive the vehicle forward on light throttle.	If the brake does not hold the vehicle stationary.	1

CHECK REF NO.	METHOD OF INSPECTION	NOTES	FAULT CODE
26	<b><u>HANDBRAKE (continued)</u></b>		
	Check the handbrake control locks effectively in the applied position	It should not be possible to release the handbrake unless the locking device is disengaged. If defective	1
	On vehicles equipped with mechanical handbrakes, check that there is sufficient reserve travel on the hand-brake control	If the handbrake travel is excessive	1





<i>Ref No.</i>	<i>Action</i>
	<b>ENTER CAB</b>
1	Operate/Check Cab Warning Devices
	<b>START ENGINE</b>
2	Check Wipers, Washers and Horn
3	Check Demisters
4	Check Mirrors
	<b>SWITCH ON - Side Lights</b>
	- <b>Head Lights</b> (Check High & Low Beam)
	- <b>Fog Lights</b> (Where Fitted)
	- <b>Hazard Lights</b>
	- <b>Interior Lights</b>
5	Check Entrance Door Operation
6	Check Step/Platform lights
	<b>WALK THROUGH SALOON</b>
7	Check Fire Extinguisher
8	Check Seat Frames
9	Check Seat Cushions
10	Check Handpoles
11	Check Bells
12	Check Interior Lights



Ref No.	Action
13	Check Floors, Treads, Steps/Stairs
14	Check Emergency Exits and Hammers (internal)
	<b>REPEAT CHECKS 7 to 14 FOR THE UPPER DECK WHERE APPLICABLE</b>
	<b>ALIGHT FROM VEHICLE</b>
15	Check Road Fund and Operators Licence Discs
16	Check Windscreens and Windows
17	Check Exterior Lights, Reflectors and Registration Plates
18	Check Fuel Filler Cap
19	Check Wheels, Nuts and Tyres
20	Check Panels for Damage
21	Check Emergency Exit(s) (external)
22	Check Bonnets, Access Flaps/Doors
23	Check for Oil/Water/Fuel Leaks
	<b>RE-ENTER CAB</b>
	<b>SWITCH OFF ALL LIGHTS</b>
24	Check Direction Indicators
25	Check Stop Lights
	<b>BEFORE MOVING OFF</b>
26	Check Handbrake
	<b><i>REMINDER - Please complete/sign the Defect Card as appropriate.</i></b>