

Vehicle No. \_\_\_\_\_ Driver Name \_\_\_\_\_ Date of Check \_\_\_\_\_

S.No.	Check items	OK / NA	Not OK	Remarks
<b>Documents ( Legal )</b>				
1.	Insurance Copy			
2.	Pollution under control ( PUC ) certificate			
3.	Driver Valid license (Ensure licence more than 3 years old )			
4.	Vehicle registration ( form 23)			
5.	RTO road worthiness/ fitness certificate (form-38 )			
<b>Personal protective / Safety equipment</b>				
6.	Fire Extinguisher in working condition			
7.	Availability of First aid box and condition			
<b>Vehicle condition / roadworthiness</b>				
8.	Vehicle Manufacturing Year (not more than 15 years but in case of hiring not more than 10 years )			
9.	Availability of Seat belts for Driver			
10.	Brake lights provided & in operational condition & visible from 30 m			
11.	Reversing light working & visible from 30 m			
12.	Head light working Condition & visible from 30 m			
13.	Parking light visible from distance from 30m			
14.	Horn & reverse horn audible from 30m (should automatically operate in reverse)			
15.	Wind screen not broken & clear			
16.	Wiper in working condition			
17.	Tyre condition - any major cut / air swelling / other abnormality			
18.	Cabin door condition, internal Light & door locking arrangement			
19.	Side Indicator working condition			
20.	Right & left side mirror available. Centre mirror also available (if applicable)			
21.	Parking brake - vehicle do not move when parking brake is "ON"			
22.	Registration no. plate is available			
23.	Bus Entry Door condition & locking arrangement			
24.	Emergency doors are in working condition?			
<b>Driver</b>				
25.	Age of the Driver should be between 25 yrs to 58 yrs.			
26.	Trained on Defensive driving skill set			
27.	Driver must be trained in First-aid			
		Name		Signature
Checked By	1			
	2			
	3			