Must be completed every time you collect the vehicle. Discuss any issues with the previous custodian & inform the Fleet Manager or Committee on Call on 0191 3643036 of anything requiring attention. **Faults must be repoted on the Online 'Report a Problem'**

NBB Vehicle	**LC66 HZK - FJR**	Fluids	Electrical	Equipment	Tyres RTD	Tyres Psi	✓ = OK	✗ = Issue (please advise)

Date	**Time of Collection**	**Rider Name**	**Start Mileage**	**Finish Mileage**	**Engine Oil**	**Brake/Clutch Fluid**	**Front Sidelights**	**Headlights**	**Main Beam**	**Rear Side Lights**	**Brake Lights** *(Lever)*	**Brake Lights** *(Pedel)*	**Indicators**	**Hazard Lights**	**Blue Lights**	**Horn**	**Tread Depth Gauge**	**Pressure Gauge**	**NSEC Card - NTGH FOB**	**Fuel & AA Cards**	**SAT-NAV**	**Radio** *(condition ok?)*	**Spill Kit**	**Job Receipt Book**	**Covers for Boxes** *(x2)*	**Front** *(mm)*	**Rear** *(mm)*	**Front** *(36 psi / 2.5 bar)*	**Rear** *(42 psi 2.9 bar)*	**Rolling Brake Test**	**Bodywork / Damage**	Issue / Damage Description