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	**LG66 OHE - 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