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 to be repoted on the Online 'Report a Problem'**

NBB Vehicle		NG24 HYY - Corolla			Fluids			Electrical											Equipment								Tyres RTD				Tyres Psi				✓ = OK	✗ = Issue (please advise)	
Date	**Time of Collection**	**Driver Name**	**Start Mileage**	**Finish Mileage**	**Engine Oil**	**Brake Fluid**	**Washers / Screen Wash**	**Front Sidelights**	**Headlights**	**Main Beam**	**Rear Side Lights**	**Brake Lights**	**Indicators**	**Fog Light(s)**	**Hazard Lights**	**Blue Lights**	**Wipers**	**Horn**	**Tread Depth Gauge**	**Pressure Gauge**	**NSEC Card - NTGH FOB**	**Fuel & AA Cards**	**Radio** *(condition)*	**Spill Kit**	**Defibrillator** ***(if applicable)***	**Job Receipt Book**	**NSF** *(mm)*	**OSF** *(mm)*	**NSR** *(mm)*	**OSR** *(mm)*	**NSF** *(30psi - 2.1 Bar)*	**OSF** *(30psi - 2.1 Bar)*	**NSR** *(33psi - 2.3 Bar)*	**OSR** *(33psi - 2.3 Bar)*	**Rolling Brake Test**	**Bodywork / Damage**	Issue / Damage Description