

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 reported on the Online 'Report a Problem'**

NBB Vehicle		ML73 YYS - Octavia			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 (32psi - 2.2 Bar)	OSF (32psi - 2.2 Bar)	NSR (33psi - 2.3 Bar)	OSR (33psi - 2.3 Bar)	Rolling Brake Test	Bodywork / Damage	Issue / Damage Description		
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