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	GJ10 XDU - *Events Vehicle*	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	Wipers	Horn	Tread Depth Gauge	Pressure Gauge	Fuel & AA Cards	Radio *(condition)*	Spill Kit	Defibrillator *(if applicable)*	Job Receipt Book	NSF *(mm)*	OSF *(mm)*	NSR *(mm)*	OSR *(mm)*	NSF *(54 psi - 3.7 Bar)*	NSF *(54 psi - 3.7 Bar)*	NSR *(52 psi - 3.6 Bar)*	NSR *(52 psi - 3.6 Bar)*	Rolling Brake Test	Bodywork / Damage	Issue / Damage Description