



BUS

DAILY VEHICLE PRE CHECKS INFORMATION

There are approximately **2.5 million vehicles** in national fleet in Ireland. As vehicles age they are subject to wear and tear and unless attended to at regular intervals, this will eventually result in unsafe vehicles and breakdowns. In addition, between **6-8% of collisions** causing injury in Ireland are **caused by vehicle defects**. Most defects that occur on vehicles are maintenance related and are therefore preventable.

What the Law Requires

Road Traffic legislation requires that vehicles are maintained in a roadworthy condition and safe when in use on a public road. So whether you own, lease, hire or borrow a vehicle for work purposes, you must make sure that it is safe for use and fit for the purpose for which it is intended.

Under Health and Safety Legislation, a vehicle is a place of work. The law requires that workplaces are maintained in a condition that is safe and without risk to safety and health. Vehicles must be kept safe and fit for purpose and the driver must be able to get in and out of the vehicle safely. Employers must make sure that drivers are familiar with the vehicle they are driving and that they have been given appropriate instruction, information and training to carry out required pre-checks in the correct and safe manner.

Employers must also make sure that they have a defect reporting system in place so that when defects are found that they are rectified. Drivers should never be required to drive under conditions that are unsafe or that do not comply with the law.

Some of the common faults detected by RSA vehicle inspectors during roadside checks include braking defects, damaged wheels and tyres, faulty lights, leakages and visible suspension and chassis defects. The majority of these faults could have been found and fixed, if the driver had conducted a vehicle pre-check before use. The check only takes a few minutes. Make sure that obvious vehicle defects that could affect vehicle safety and the safety of others are identified. It makes sure that vehicles are not at risk of breakdown or being delayed at a roadside check. It makes sure that a reliable service can be delivered to customers and that workers can complete journeys safely and on time.

Business Benefits

The price of correcting unexpected vehicle failure is always higher than the cost of preventing that failure in the first place.

Well maintained vehicles give both business and safety benefits. Vehicles that are well maintained and regularly checked:

- are more reliable
- are cheaper to run
- have higher residual value

The direct business benefits are;

- less downtime
- better fuel efficiency
- more reliable customer service
- longer vehicle life span
- reduced transport costs
- better company/brand image



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Safety benefits include:

- improved driver safety
- safer driver working environment (workplace)
- less collisions
- fewer injuries to the driver, passengers and other road users

Preventative Maintenance

All employers, fleet operators and owner drivers should have a vehicle preventative maintenance system in place. The aim of the system is to maintain a high standard of roadworthiness and identify any vehicle defects, damage or problems at an early stage before they become a safety issue or a major cost. Regular planned vehicle maintenance will make sure that vehicles are maintained on a year round basis and not just prepared once a year for their annual roadworthiness tests.

Vehicle pre-checks, are a crucial part of any vehicle preventative maintenance system. The driver is often the first person to notice that there is a problem and it's far easier to fix a problem in premises rather than out on the road. Driver pre-checks should be incorporated into daily work routines. It is recommended that employers prepare their own vehicle checklist to take account of the type and level of use of their vehicles. Every driver should carry out a check before they start their first journey in the vehicle each day. Where more than one driver is using a vehicle in a day, the second driver should conduct the same check before they use the vehicle.

As a driver, by law, you must make sure that any vehicle you drive on a public road is maintained and used so that it is unlikely to cause a danger to

anyone. If specific items are checked daily on vehicles, it will help to identify obvious vehicle defects. When conducting pre-checks, it's important for the driver to follow a routine so that they don't miss any items. When conducting the checks, wear a high visibility vest or jacket and look out for other vehicles. People being hit or run over by vehicles are one of the main causes of workplace fatalities.

Each driver must be satisfied that their vehicle is safe to operate and free from defects. Any defects found should be recorded and reported to the employer or the responsible person so that appropriate action can be taken. Any safety critical defects must be rectified before the vehicle is used on the road.

The Checks

It is suggested that the vehicle is checked in one direction covering the following main items:

- Lights, windows and mirrors
- Tyres
- Lights
- Fluids
- Instruments
- Vehicle cab

Check that the vehicle is sitting square and not leaning to one side. Switch on the hazard lights to show that there is someone working around the vehicle and that the lights are working. Check that the driver's mirrors are clean, secure and not damaged. Check that wheels are in good condition, with no cracks or damage and that they are secure.

Is there any damage to the tyres such as bulges, cracks, cuts or tears? Are they correctly inflated



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with appropriate tread depth? Tyres should have sufficient tread and should not be worn to the extent that the tread indicator contacts the road surface. Check tread depth with a simple gauge. The legal **minimum tyre tread depth** for vehicles is **1.6mm** but tyres should be replaced before this. Refer to the manufacturer's handbook for specific information about obtaining best performance from your vehicle.

Is the exhaust secure? Make sure that the fuel tank cap is securely in place and that the cap seal is in good condition and is not leaking. Walk around the vehicle in one direction and check that all required lights, reflectors and markings are fitted, clean and in good condition. Check the vehicle bodywork and wings for damage. Make sure that body panels are secure and not liable to fall off and create a hazard for other road users and that the bodywork has no sharp edges.

If the vehicle has a wheelchair hoist, is it in good condition and operating correctly? Is it safely locked in position for travel? Employers, remember vehicle wheelchair hoists should be thoroughly examined by a competent person periodically and report of examination kept on file.

Make sure that the number plates are fitted in the correct position, clean and that the registration is clearly visible and appropriately lit.

If carrying a load or goods in or on [roof rack] the vehicle, check that are properly stowed and secured, unlikely to move, that the vehicle is not overloaded. Check the manufacturer's guidelines for maximum load capacity for the vehicle. Check the load restraints for damage, wear and tear such as fraying straps, cuts or tears and replace as necessary.

Make sure that all vehicle access is in good condition, clean and secure including steps. Check

that there is nothing present that could cause someone to slip or trip when getting into or out of the vehicle. Good housekeeping is essential.

Check the door and mirrors on the passenger side. Check the windscreen washer reservoir cap for security. Lift the bonnet and check the engine fluid levels. Engine fluid levels should be between the minimum and maximum marks. Look underneath the vehicle for any signs of fluid leaks such as oil or coolant. Check the wipers for wear.

Check that valid tax and insurance discs and roadworthiness certificate are displayed correctly on the windscreen.

Make sure that the seat and steering wheel are set for comfort, posture and safety and that all controls can be easily reached. Check your driving lights.

Check that there is good visibility through all windows and mirrors and that there are no cracks or damage. For example, is vision obstructed by any stickers or pendants? Check that the cab interior is clean and that there are no loose items which could cause you injury if vehicle had to brake in an emergency. Check that the windscreen washer operates, the jets are aimed correctly and that the washer bottle level warning light is not showing. Check that the wipers work correctly and that the mirrors are all correctly aligned and the heater element operates. Do the demister, cab heater, interior lights and horn all operate correctly?

Check that all instruments, gauges and warning devices are operating correctly and following their correct sequence, including the tachograph [if required], the ABS and EBS in cab warning lights. If any warning lights remain on after start up, report them, and don't ignore them.



Apply the foot brake, release the parking brake and check that there is no pressure drop. Is there excessive smoke or noise from the exhaust?

Before driving off, check that the steering and brakes are working correctly.

Specific PSV Checks

In addition to the main checks to be carried out on all vehicles, there are specific additional checks that must be carried out on PSV vehicles. Check that:

- fire extinguisher, first aid kit and emergency hammer [if applicable] are in place and serviceable.
- all passenger safety belts, seats, handrails, luggage racks are serviceable and in good condition all walkways are clear of any items that could move in transit or cause people to trip.
- emergency exit door and buzzer is working correctly.
- all emergency signs are in place and in good condition.
- PSV plate is displayed correctly.

Continue to monitor vehicle's roadworthiness as it is driven. Check that the speedometer is working and can be seen from the driving position. If applicable, check that the tachograph is working. Make sure that the ABS or EBS lights do not remain on after their check sequence is complete.

Recording of Defects

Record and report any defects in accordance with employer's defect reporting systems. Remember any safety critical items must be repaired or the vehicle must be taken out of service. Records of all

checks, repairs and services should be kept for the vehicle. Analysis of the records may highlight a pattern or history to the vehicle, re-occurring defects or poor maintenance repair standards.

Further information

The Health and Safety Authority, the Road Safety Authority and An Garda have developed a series of resources to help employers learn more about and manage vehicle risks. They include vehicle walk-around check posters, check lists and instructional videos.

The vehicle checks resources can be downloaded from the following websites:

An Garda Síochána: www.garda.ie
 Health & Safety Authority: www.hsa.ie
 Road Safety Authority: www.rsa.ie

Examples of the checks poster and checklist are attached on following pages.

Bus & PSV Driver Walkaround Checks

In Cab Checks

- Check driving controls, seat & safety belt position (if fitted)
- Heater / demister working properly
- Tachograph: Correct hours, calibrated & speed limiter plaque displayed
- ABS/EBS warning lights working
- Instruments, gauges & warning devices working
- Horn working properly & accessible to driver

Internal PSV Checks

- Fire Extinguisher in place, fully charged & in date
- First Aid Kit in place & in date
- Passenger safety belts working (if fitted)
- Seats & handrails in good conditions
- All walkways clear
- Internal lighting working & luggage racks in good condition
- Emergency exit hammer in place (if fitted)
- Emergency door warning buzzer working (if fitted)
- Emergency exit doors & signs

External Checks

- Check underneath vehicle for fluid leaks
- Exhaust: No excessive noise or smoke
- Number plates: In place, clean & in good condition
- Check engine oil, coolant and windscreen wash for levels
- Fuel cut off clearly marked & accessible

Wheels & Tyres

- Tyres correctly inflated
- Tyres correct tread depth
- Tyres undamaged: no abrasions, bulges or tears
- Wheel nut indicators correctly aligned (if fitted)
- Road wheel nuts all in place, correctly fitted & secure

Windows (Windscreen & Side Windows)

- Clean & in good condition
- View not obstructed e.g. by stickers, etc.
- Valid Tax/insurance discs present
- Windscreen washers & wipers working correctly & in good condition

Lights, Indicators & Reflectors

- All in place & undamaged
- Working
- Clean
- Correct colour

Mirrors

- Clean & in good condition
- Correctly aligned
- Correct operation of electrical mirror (if fitted)

Vehicle Access

- Steps undamaged
- Good unworn surface
- Clean
- Good handholds
- Door working properly



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Bus / PSV Driver Walk-Around Check Sheet			
Vehicle Registration Number		Mileage	
			OK <input checked="" type="checkbox"/>
			Defect <input checked="" type="checkbox"/>
Check Items			
In-Cab Checks			
1	Good visibility for driver through bus windows and mirrors. All required mirrors fitted and adjusted correctly.		
2	Driving controls, seat and driver safety belt adjusted correctly.		
3	Windscreen washer, wipers, demister and horn operating correctly.		
4	Tachograph calibrated with correct hours. Speed limiter plaque displayed.		
5	All instruments, gauges and other warning devices operating correctly (including ABS/EBS in-cab warning lights).		
6	No air leaks or pressure drop.		
PSV Checks			
7	Fire extinguisher, first aid kit, emergency hammer (if applicable) in place and serviceable.		
8	Passenger safety belts, seats, handrails, walkways, lighting and luggage racks in good condition.		
9	Emergency exit door and buzzer working correctly. Emergency signs in place.		
External Vehicle Checks			
10	Vehicle sitting square and not leaning to one side.		
11	Tax disc, insurance disc and PSV plate (if applicable) present and valid. Number plates clearly visible.		
12	Wheels in good condition and secure. Tyres undamaged with correct inflation and tread depth.		
13	All lights and reflectors fitted, clean and in good condition.		
14	Exhaust secure with no excess noise or smoke.		
15	Vehicle body work in good condition, fuel cut off working.		
16	Vehicle access, steps, handholds and surfaces in good condition.		
17	Air suspension correctly set (if fitted).		
18	Engine oil, water, windscreen washer reservoir and fuel levels checked and no leaks (including fuel cap).		
Prior to Leaving Depot			
19	Steering and brakes operating correctly.		
20	Luggage door secure.		
On-the-Road			
21	Tachograph, speedometer and speed limiter operating correctly.		
22	ABS/EBS warning lights off.		
Defect Details			
Signed		Date	

NOTE: This is a sample driver walk-around Bus / PSV checklist. It is recommended that operators prepare their own driver walk-around checklists to account for the type and use of their own vehicles.