

Motor Scooter Daily Inspection Sheet

RIDER:

DATE: / /

VRN:

CALL SIGN:

MILEAGE OUT:

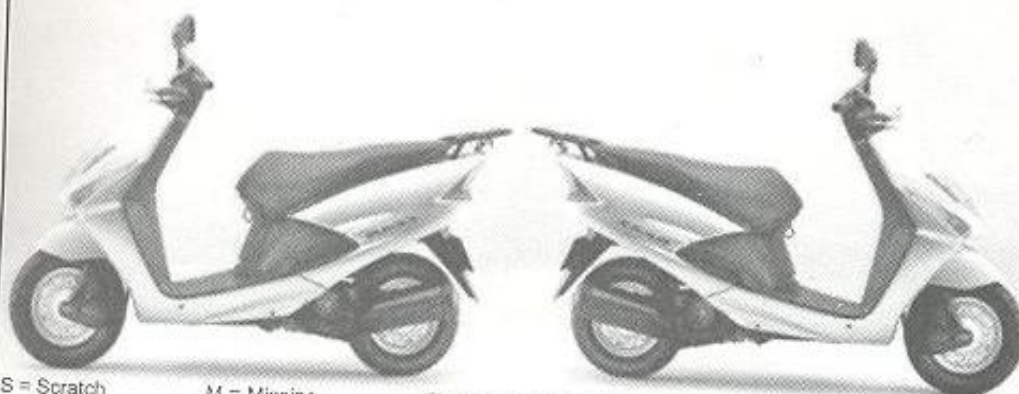
MILEAGE IN:

TIME OUT:

TIME IN:

	✓/✗		✓/✗
Check Engine Oil level		Check Lights Dipped/Main	
Check Fuel Level		Check Direction Indicators Front	
Check for visible Fuel/Oil leaks		Check Direction Indicators Rear	
Check operation of Front brake		Check Mirrors intact	
Check operation of Rear brake		Check Tax Disc in place	
Tyres - check condition & pressure		First Aid Kit available	
Check Steering		Security Lock available	

Report Defects / Note Damage Here:



S = Scratch

M = Missing

D = Dent / Cracked

Rider Equipment Condition:		Comments / Faults
	Checked	
Helmet		
Jacket		
Boots		
Gloves		
Waterproofs		

I have checked the above vehicle for scratches, dents, damage and all points listed above. Any defects are listed in full. I understand that the vehicle is not to be taken off site except on authorised company business.

Defects (Write NONE here if no defects found)

Action taken to rectify defects

Signature:

Supervisor sign & date:

White copy : Remains in book

Yellow copy : Transport office copy