

Complete before the first trip of each shift. If a major defect or condition that makes the vehicle unsafe is found, do not operate the vehicle. Remove it from service, tag it out according to company procedures, and report it to your supervisor immediately.

DATE	TIME	DRIVER	VEHICLE / UNIT #	ODOMETER	LOCATION

MARK EACH ITEM ✓ OK ✗ Defect N/A Not applicable

1 Walk-around (exterior)

ITEM	✓ / ✗ / N/A	NOTES
Tires: pressure, tread, damage, wheel nuts		
Lights: headlights, brake, signal, hazard, reverse		
Mirrors and windows: clean, intact, adjusted		
Body: new damage, loose parts		
Leaks under vehicle (fuel, oil, coolant)		
Hitch, trailer connections, safety chains		
Load or cargo secured		
Back-up alarm / camera working		

2 Under the hood (where applicable and safe to inspect)

ITEM	✓ / ✗ / N/A	NOTES
Engine oil		
Coolant		
Washer fluid		
Belts and hoses		
Battery: secure, no corrosion		

3 In the cab

ITEM	✓ / ✗ / N/A	NOTES
Brakes and parking brake		
Steering		
Horn		
Wipers and defrost		
Seatbelts		
Dash warning lights		
Fuel level adequate for trip		

4 Safety equipment on board

ITEM	✓ / ✗ / N/A	NOTES
First aid kit (stocked, in date)		
Fire extinguisher (charged, inspected)		
Emergency / winter kit		
Reflective triangles or flares		
Spill kit		
Flashlight		
Communication device (phone, radio, satellite)		

5 Reversing (backing up)

Before you reverse

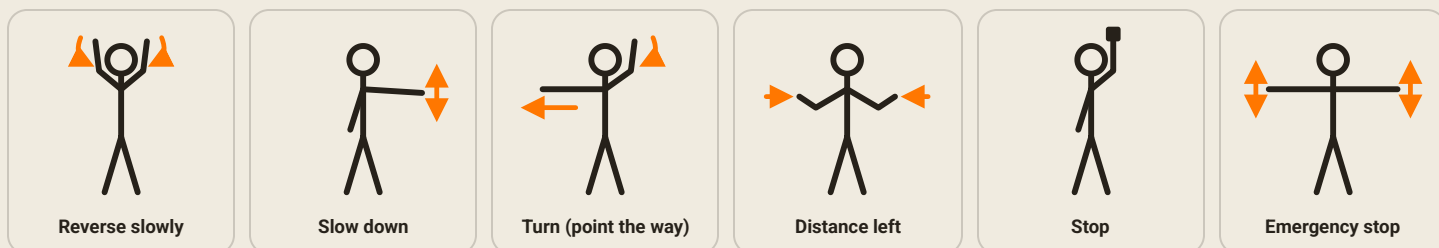
ITEM	✓ / ✗ / N/A	NOTES
Could I avoid reversing? (pull-through, park to leave forward)		
Got out and looked behind and around the vehicle		
Checked for people, vehicles, overhead lines and obstacles		
Back-up alarm and camera working		
Spotter needed? (limited visibility, tight space, people nearby)		

Cameras and alarms assist visibility but do not replace checking the vehicle's surroundings.

When using a spotter

ITEM	✓ / ✗ / N/A	NOTES
Driver and spotter agreed on hand signals before moving		
Spotter wearing high-visibility clothing		
Spotter remains in a safe position, visible to the driver at all times		
If visual contact is lost, stop immediately		
One spotter only gives signals		
Spotter not using a phone or other distraction		

Spotter hand signals



SIGNAL	WHAT THE SPOTTER DOES
Reverse slowly	Both arms raised, palms facing self, waving toward the body
Slow down	One arm out, palm down, moving slowly up and down
Turn	One arm points the direction the back of the vehicle should go, other arm keeps waving back
Distance left	Hands held apart to show the space remaining, brought together as the vehicle closes the gap
Stop	One arm raised, palm facing the driver
Emergency stop	Both arms out to the sides, waving up and down

Confirm these signals with your spotter before every move. **If a signal is unclear, stop.**

WHILE REVERSING

- Tap the horn before moving.
- **Lose sight of the spotter? Stop immediately** and wait until they are back in view.
- Stop if anything changes or you are unsure.
- Reverse slowly, at walking pace or less.
- Stop if anyone enters the vehicle's path.

6 Driver readiness

ITEM	YES / NO	NOTES
Fit for duty (rested, no impairment)		
Route and weather reviewed		
Working alone / check-in plan in place		
Required licence and documents in vehicle		

! Defects found

DEFECT	MINOR / MAJOR	REPORTED TO	DATE / TIME	CORRECTIVE ACTION / VEHICLE STATUS

Defects must be assessed and addressed in accordance with applicable requirements and company procedures before the vehicle is operated.

Major defect: vehicle tagged out of service
 ☐ Yes

▲ Hazards and near-misses

Anything you noticed that could lead to an incident (road, site, load, equipment):

✓ Sign-off

	NAME	SIGNATURE	DATE
Driver			
Supervisor review			
Defect corrected by			

Completed cards are kept as part of the health and safety program records. Supervisors review them for follow-up on defects and trends in hazards and near-misses.