



Pre-Start Vehicle Checklist

Prior to travelling in the vehicle, you are required to complete a pre-start vehicle checklist. This check aims to ensure that the vehicle is in a safe condition to drive, that you are familiar with the controls and that the car has been adjusted for your comfort during the drive.

- Check for any significant/new damage
- Check the tyres are safe (not lacking tread, flat or otherwise damaged)
- Familiarise yourself with the controls (indicators, headlights, handbrake, pedals, etc.)
- Adjust steering wheel, seat and mirrors
- Ensure that the windshield and mirrors are clear
- Check that windscreen wipers, windscreen wash and indicators are working
- Check if gauges are working and if there are any warning lights
- Check if headlights work (if travelling at night or in poor weather)
- Ensure loose items are stored appropriately (so they do not become projectiles in an incident)
- Check that there is adequate fuel

You must also ensure that your travel is documented in accordance with both ICH and Service requirements (e.g. vehicle log sheets, recorded on a calendar).

If you identify any issues while completing this checklist, you must not proceed with the trip and must immediately report this to Reception.