



Checking Your Truck

The driver's guide to daily truck safety checks.





This publication entitled "*Checking Your Truck - The Driver's Guide to Daily Truck Safety Checks*" was prepared by the Abu Dhabi Department of Transport. Every effort has been made to ensure the information contained in this document is accurate, however this does not guarantee the accuracy, or the completeness and usefulness of the information. Additionally the Abu Dhabi Department of Transport cannot accept liability for any loss or damages of any kind resulting from use of the information or guidance in this document. [DOT-FRT-SG-14-010-EN](#)

Contents

Who is responsible for walk around inspections?	2
The truck operator	2
Benefits of checking your truck	3
Dangers of not checking your truck	3
Items to be checked	3
Recording of defects	9
What to do next	10



Who is responsible for walk around inspections?

The Driver

As a driver you **MUST**:

- ✓ Fully check the truck and/or trailer **BEFORE** it is used and **DURING** use.
- ✓ Record any defects you find in writing.
- ✓ Report any defects that are dangerous, or could become dangerous, to your manager before you leave.

You **MUST DO** all of these things **EVERY** time you prepare to set off on a journey.

Remember, whether you own the truck you are driving or you are employed as a driver, you are responsible for the condition of the truck while you are using it.

IF IN DOUBT, DON'T TAKE IT OUT!



The truck operator

Your employer (or you, if you are an owner-driver) **MUST DO** all the following things before every driver shift.

Your company is responsible for:

- ✓ Allowing enough time for walk around checks to be made.
- ✓ Training drivers to check their truck properly.
- ✓ Providing defect report forms.
- ✓ Providing any equipment needed such as a torch.
- ✓ Repairing any defects that are, or could become dangerous, before the truck is used.

Benefits of checking your truck

- ✓ By doing a walk around check, **you** are protecting yourself and the risk of a serious accident is reduced.
- ✓ By doing a walk around check, **you** will be using a more reliable truck.
- ✓ By doing a walk around check, **you** greatly reduce the risk of being prosecuted for using a defective truck.
- ✓ By doing a walk around check, **you** will protect your job and keep your boss happy.

Dangers of not checking your truck

- ✗ By using a dangerous truck, **you** could cause a collision leading to **DEATH** or **SERIOUS INJURY**.
- ✗ By using a truck with a defect, **you** risk prosecution for negligence.
- ✗ By using a truck with a defect, **you** risk breaking down.
- ✗ By using a truck with a defect, **you** risk a big fine or Black Points.
- ✗ By using a truck with a defect, **you** risk disciplinary action from your boss.



Items to be checked

Follow these procedures when conducting your walk around checks:

- First, check the engine oil and water.
- Next, climb in the cab. From the driver's seat, start the engine and operate the steering.
- Check the gauges and warning lamps. Operate the indicators, lights, washers, wipers and horn.
- Check the view to the front, sides and rear using the mirrors and adjust as necessary.
- Check that the seat is securely fixed and correctly adjusted.

- Allow time for the air pressure to fully build up. Switch the engine off and operate the foot brake. Can you hear any leaks? Has the warning light gone out?
- Make sure the gear shift is in neutral position and parking brake is on. Now, you can leave the cabin.

To ensure that everything is covered, always start and finish your checks at the same point in the vehicle. At the driver's side front wheel, check the wheel nuts, the wheel and the tyre. Walk round the front to check the lights, the licence plate and the outside of the cabin.

Continue down the passenger side checking the:

- Wheels.
- Mirrors.
- Body and lights.
- Trailer coupling and connections.
- Load security.

Check the rear of the vehicle and trailer. Check all the lights, licence plate, reflectors and markers.

Continue checking up the driver's side until you are back at the driver's door.

TIP: *Check items in the same order every time, that way you'll remember what to do next if you are interrupted.*

The following provides more detail on what to do. The items shown in **GREEN** are checked from the cabin.

Air tanks and gauges

Pump the brake pedal so that the warning device works. Then, run the engine to build up air. Watch the gauges. Are all tanks filled up completely? Allow 5-10 minutes for this to happen. Has the warning lamp gone out?



Brakes

- Check brakes for air leaks. While the engine is running, does the pedal remain firm? And when the engine stops by operating the foot brake, do you hear a continuous air leak?
- Check the parking brake by trying to pull away while it is on. Does it hold? Check the footbrake again after moving off. Does it slow the truck down to a stop?



Excessive engine smoke

Does the exhaust emit excessive amounts of smoke? If you can't see from inside the cabin, then get a watcher to check, or get out of the cabin.



Steering

- Check the steering for excessive free play.
- Does the power steering operate with the engine running?
- Do not use the truck if the steering is not working correctly.
- Make sure that if the steering wheel is adjustable, it is set to your requirements and that any locking levers are locked off.



Driver's seat and seatbelts

- Check that the driver's seat is securely fixed.
- If the seat is fitted with a suspension system and is adjustable, ensure that this is working correctly and adjusted for your weight.
- Ensure that seatbelts are not damaged or worn and that the buckle and clasp lock securely.



Mirrors and glass

- Check that all mirrors are there, and are securely fixed.
- Are any mirror lenses cracked? If so, can you still see clearly?
- Ensure that mirrors are clean.
- Is the windscreen cracked?



- Can you see out of the windscreen, and side windows? Ensure that the windows and windscreen are clean.
- Remove any obstructions from your view. If you can't see properly, don't start your journey until you can.

Horn

Does the horn work properly, can you hear it clearly?

Warning lamps

Do all these warning lamps work correctly?

- ABS or EBS if fitted (including trailer).
- Main beam.
- Rear fog lamp.
- Parking brake.



Lights

Check lights such as the instrument lamps indicators, and hazard warning lamps.

Wheels and tyres

- Check that no wheel nuts or studs are missing.
- Check that all wheel nuts appear to be tight.
- Check all tyres searching for damage. Are there any bulges or deep cuts?
- Are the cords showing signs of heat damage, blistering or cracking of the rubber?
- Are there any flat spots?
- Are there any foreign objects embedded in the tread showing?
- Are all the tyres correctly inflated? Make sure that side walls on twin tyres are not touching.
- Do all tyres have enough tread, right across the width?



Lights

- Check side lights, marker lights, licence, plate lamps, reversing lamps, headlamps and stop lamps.
- You will need a helper to watch the stop lamps while you operate the pedal, or use an object to press the pedal whilst you check yourself.
- Are there any broken or missing lenses?
- Are all the lights clean?



Trailer coupling, air and electrical connections

- Check that the trailer coupling and locking devices are present and working properly.
- Check trailer connections for damage and leaks.
- Is the trailer properly coupled?
- If there are any defects, report them to your manager, and do not use the truck.



Licence plates, reflectors and markings

Are all licence plates, reflectors and marker boards fitted, clean and free of damage?



Fuel and oil leaks

- Is the fuel tank cap present?
- Can you see any fluid leaking below the truck with the engine running?



Washers and wipers

- Do the wipers move all the time when switched on?
- Are the blades in good condition? Do they clear the screen properly?
- Do the washers work fine? Is there enough water? Do the washers point at the screen?



Batteries

- Are the batteries properly held in place by clamps, not just by the cables?
- Do not use the truck if the batteries are leaking.

Wings and mudguards

Are the wings and mudguards securely in place and free from damage?



Body and load security

- Is the body properly fixed to the chassis? Are there any missing bolts or broken brackets?
- Is ancillary equipment such as fire extinguishers securely attached?
- Is other loose equipment such as load straps securely stowed?



Is the load secure?

Check that whatever type of load you are carrying is secure and will not move or fall from the vehicle.





Recording of defects

All defects must be reported in writing using the daily truck inspection form. Here is a good example of one.

Daily Truck Inspection Form النموذج اليومي لفحص الشاحنة

Driver Name: _____ Date: ____/____/____ التاريخ: _____ اسم السائق: _____

Vehicle/Trailer ID: _____ Kilometer Reading: _____ قراءة عداد الكيلومترات: _____ رقم المركبة/المقطورة: _____

N/A
لا ينطبق
if not applicable

✗
في حال كان العنصر لا يعمل
if the item is not in working order

✓
في حال كان العنصر يعمل
if the item is in working order

Checks	Order الترتيب	التحقق	<input checked="" type="checkbox"/> ✓ <input type="checkbox"/> ✗ <input type="checkbox"/> N/A
Approach vehicle - check: اقترب من السيارة - تحقق من:			
Engine oil level	1	مستوى زيت المحرك	
Coolant level	2	مستوى المبرد	
Climb in the cab - from the driver's seat check: اصعد إلى مقعد القيادة - تفحص من مقعد السائق.			
Gauges	3	أجهزة القياس	
Warning lamps	4	مصابيح التحذير	
Signal indicators	5	مؤشرات الإشارة	
Washers	6	رشاشات الماء	
Wipers	7	المساحات	
Horn	8	بوق المركبة	
Mirrors - adjustment, clean, damage	9	المرآيا - التعديل والنظافة والضرر	
Seat is adjustable	10	المقعد قابل للتعديل	
Start the engine - operate: ادر المحرك - شغل.			
Steering	11	المقود	
Check for excessive exhaust smoke	12	تحقق من وجود دخان عادم (الدخان) الحد الطبيعي	
Switch the engine off - operate: اطفى المحرك - شغل.			
Foot brake (can you hear any air leaks?)	13	مفتاح القدم (هل يهتلك سماع أي أصوات لتسرب الهواء)	
Parking brake	14	مفتاح التوقف	
Leave the cab - driver's side front wheel, then all other wheels. Check: غادر مقعد القيادة - العجلة الأمامية من جانب السائق. ثم جميع العجلات الأخرى. تحقق من:			
Wheel nuts	15	صواميل العجلة	
Wheel	16	العجلة	
Tyre	17	الإطار	
Walk round the front of the vehicle - also check: تجول حول الجزء الأمامي من المركبة - تحقق أيضاً من:			
Lights	18	المصابيح	
Licence plate	19	لوحة الرخصة	
Outside of cab	20	خارج المقطورة	
Continue down the passenger side - also check: واصل التنزل في جانب الراكب - تحقق أيضاً من:			
Mirrors	21	المرآيا	
Body	22	الهيكل	
Lights	23	المصابيح	
Trailer coupling and connections	24	ربط المقطورة والتوصيلات	
Load safely secured	25	تثبيت الحمولة بسلامة	
Once at the rear of the vehicle and trailer check: بمجرد وصولك إلى الجزء الخلفي من المركبة والمقطورة - تحقق من:			
Lights	26	المصابيح	
Licence plate	27	لوحة الرخصة	
Reflectors and markers	28	العكسات والعلامات	

إتمام جولة التفتيش حول المركبة Vehicle walk around check completed ✓	
جاهزية المركبة للتعليق على الطريق Vehicle Roadworthy	
العيوب التي وجدت Defect(s) Found	
Driver Signature: _____	توقيع السائق: _____

رقم الخلل Defect Number	الوصف Description

في حال وجود الخلل وتصليحه If defect(s) found and repaired	
Signature: _____	التوقيع: _____
Name: _____	الإسم: _____
Date: _____	التاريخ: _____
Position: _____	الوظيفة: _____



What to do next

Remember to complete all the sections and sign the **Daily Truck Inspection Form**. Hand the report to your manager if there are any defects before you leave. If there are no defects, record this on the checklist next to your signature, keep the report with you in case defects are noted during your shift and hand in completed checklists to your manager at the end of your shift or once you return to base.

YOU MUST **NOT** USE YOUR VEHICLE IF THERE
ARE ANY DANGEROUS DEFECTS.

