



Hidden Help Driver Check List

The following MUST be completed prior to taking the Van out on any Hidden Help business.

1. Using the checklist overleaf, make a thorough check of the vehicle and note any faults. It is the **drivers** responsibility to ensure that any fault that could render the vehicle illegal to drive is reported immediately. The driver must **NOT** drive the van under any **ANY** circumstance if they find such a fault.
 2. The driver is fully responsible for any speeding fines, parking tickets or any other penalties incurred whilst driving the vehicle.
 3. The driver should ensure that the trolley is loaded onto the van and that both they and the helper have suitable gloves. If necessary these can be provided by Hidden Help.
 4. The driver should check that both they and their helper have their registered helper identification badges on them at all times, as well as their driving licence and a copy of the insurance certificate for the van.
 5. The driver should check the fuel level and if necessary ask for the fuel card if they are concerned that they may need to refuel. The driver **MUST** return the van with a full tank.
 6. Just prior to leaving, the driver should text the following information to the Comms Manager on 07375 994532.
 - a) Name
 - b) Time
 - c) Date
 - d) Mileage
 - e) Any faults found that do not render the van illegal or dangerous to drive.
 7. On returning, the driver should text the Comms Manager the following information.
 - a) Name
 - b) Time
 - c) Mileage
 - d) Any faults discovered or damage incurred during the trip.
- On returning the driver should check the levels of the washer fluid and top this up where necessary. No personal details, including address / telephone number of the client may be retained by the driver or helper after any visit.
8. Any expenses incurred should be submitted using the expenses form to the Comms Manager within **five** working days of each journey.

Hidden Help Van Walkaround Checklist

You should check the condition of your van every day and get any problems checked out or repaired as soon as you can

LIGHTS

Check that:

- ▶ all lights and indicators work correctly
- ▶ all lenses are present, clean and are the correct colour
- ▶ stop lamps come on when the service brake is applied and go out when released
- ▶ marker lights are present and work
- ▶ all dashboard warning lamps work correctly including:
 - ▷ ABS
 - ▷ airbags (SRS)
 - ▷ EPS
 - ▷ full beam headlamp warning lamp
 - ▷ parking brake warning lamp

HORN AND STEERING

Check that:

- ▶ horn control is easily accessible from driver's seat
- ▶ horn works when its control is operated
- ▶ steering has no excessive play

WASHERS AND WIPERS

Check that:

- ▶ wipers move continually when switched on
- ▶ wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
- ▶ washers point at the windscreen and are operational
- ▶ washer fluid is topped up

MIRRORS AND GLASS

Check that:

- ▶ all mirrors that should be there are properly aligned and secure
- ▶ your view of the road in all directions isn't obscured by damaged or discoloured glass or obstructions such as stickers

SEATS AND SEATBELTS

Check that:

- ▶ seats are secure
- ▶ seatbelts operate correctly and are free from cuts and damage

BRAKES

Check that:

- ▶ foot / service brake works correctly and does not have any excessive travel
- ▶ hand / parking brake works correctly and does not have any excessive travel

BODYWORK AND DOORS

Check that:

- ▶ all doors shut properly and are secure when closed
- ▶ there are no sharp edges or damage
- ▶ no body panels are loose or in danger of falling off

LOAD

Check that:

- ▶ any load is adequately secured
- ▶ van doors have an effective locking device

TOW BARS AND TAIL LIFTS

Check that:

- ▶ tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
- ▶ tail lift is secure and free from damage, functions correctly and the electrics are working correctly

EXHAUST

Check that:

- ▶ exhaust doesn't emit excessive amounts of smoke

FLUIDS, FUEL AND OIL

Check that:

- ▶ brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
- ▶ fuel filler cap is securely fitted
- ▶ there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause

With the engine on, check:

- ▶ underneath the van for any fuel and oil leaks looking for puddles on the ground

BATTERY

Check that:

- ▶ battery is held securely in place by the correct means and not cables
- ▶ battery is not leaking

TYRES AND WHEELS

Check as much of your tyres and wheels as you can see. There must be:

- ▶ a minimum tread depth of 1.6mm
- ▶ sufficient inflation of each tyre
- ▶ no deep cuts in the sidewall
- ▶ no cord visible anywhere on the tyre
- ▶ no missing or insecure wheel-nuts

Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your licence per tyre.

