

## VEHICLE FAMILIARITY / SAFETY CHECK FORM

We have arranged the hire of this vehicle as part of your employment.

As your employer we have a responsibility for your safety whilst you are driving on company business so it is important to us that you complete this familiarity check **before you drive the vehicle.**

### PLEASE COMPLETE THE FOLLOWING

Vehicle Reg No: ..... Make: ..... Model: .....

#### Primary Controls

Please confirm that you understand and are competent in the operation of the following primary controls.  
**It is important that you do not drive the vehicle if you are unsure of the operation of any of these.**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Hand brake              | <input type="checkbox"/> Headlights               | <input type="checkbox"/> Wipers (front and rear)          |
| <input type="checkbox"/> Horn                    | <input type="checkbox"/> Indicators               | <input type="checkbox"/> Starting and stopping the engine |
| <input type="checkbox"/> Front Screen De-misting | <input type="checkbox"/> Rear Windscreen Demister |   |

#### Secondary Controls

Please confirm that you understand and are competent in the operation of the following secondary controls.

- Boot and bonnet opening       Locking System / Alarm       Audio systems

It is important that you do not operate the audio system whilst driving if you are unsure of its operation.

Please confirm the following:

Fuel Type: ..... Fuel Gauge Reading:  .....

Fuel Tank Location (N/s, O/s): ..... Mileage: .....

Tax Expiry Date: ..... Assistance Numbers on Rear of Tax: YES / NO

Spare Wheel & Tools Location: ..... No. of Keys: .....

Notes: .....

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I hereby confirm safe receipt of the above vehicle and confirm my competency and understanding of its controls.

Name: ..... Department: .....

Signature: ..... Date: .....