

Pre-drive checklist

Before you drive, use this checklist to make sure you and your vehicle are ready to drive safely on our roads. It is your employer's responsibility to ensure all fleet vehicles are in good working order. If you note any vehicle defects, notify your manager or fleet coordinator immediately and do not drive the vehicle.

Personal assessment and planning

Fatigue check

Are you well rested and alert to drive?

Planning

Have you planned the safest route? (e.g. motorways and major highways)

Have you factored in enough time to reach your destination including accounting for current traffic conditions?

Have you planned where you will take rest breaks during your journey, if needed?

Have you checked the weather along your planned route, noting any potential hazards such as storms, heavy rain, snow, ice or dust?

During the bushfire season, have you checked the RFS 'Fires Near Me' website or app for any current fire activity along your planned route?

Have you checked the State Emergency Services (SES) website for any potential flooding along your route?

Contact

Have you told your manager or a colleague where you're going and what time you're expecting to arrive? Make sure to alert them on arrival.

Supplies

Have you had a meal? Do you need to take any snacks?

Do you have water?

Tools to help you plan



Live Traffic NSW



Bureau of
Meteorology



Fires Near Me



SES



Hazards Near
Me NSW

Vehicle check

Tyres	Do all tyres look inflated and have good tread? Does the vehicle have a spare tyre or inflation kit?
Fuel / Charge	Is the fuel tank or battery level adequate for the trip? If not, find the nearest service station or charger to top-up.
Brakes	Are the brakes working correctly?
Lights	Are both headlights working? Are both indicators working at the front, back and side? Are the rear brake lights working?
Windscreen	Is the windscreen clean, free of ice, and not chipped or cracked?
Wipers	Are the wipers working? Is there water and cleaning solution in the reservoir?
Seat	Is the head restraint adjusted correctly for your height? Is your seat in the correct position? If you're unsure, check out the correct driving posture .
Mirrors	Are the side view mirrors adjusted so you can see down the length of the car? Is the rear vision mirror adjusted so you can see out the rear window clearly?
Steering wheel	Is the steering wheel adjusted to the correct height so that it is low and facing your chest rather than your face?
Warning lights	Are there any warning lights on the dashboard, such as check engine or airbag warning lights? If so, do not drive and inform your fleet manager.
Phone enabling features	If in-car phone use is necessary, and you are a full licence holder, put your phone into a mobile phone holder, or connect your phone to the vehicle's Bluetooth, Apple CarPlay or Android Auto function before driving. If you do not have a mobile phone holder or voice activation features for calls and audio functions, or do not hold a full licence, put your mobile phone on silent and out of sight to avoid the temptation to touch it. You can also activate your phone's 'do not disturb' or 'do not disturb while driving' functionality to automatically reply to text messages, divert calls to voicemail and block your notifications from alerting you.
Navigation and audio	Have you programmed in your destination before starting to drive? Note: In-built and portable navigation systems can be used by all drivers; mobile phone based mapping applications can only be used by full licence holders, if the device is securely mounted to the vehicle.
Glove box	Is there an instruction manual to explain vehicle functions and features? Does the vehicle's logbook highlight any maintenance issues? Is there information on who to call in the event of a breakdown?

- ▶ If you have noted any vehicle defects, notify your manager or fleet coordinator immediately and do not drive the vehicle.
- ▶ If you are feeling tired, or have consumed alcohol or drugs, do not drive.
- ▶ Advanced Driver Assistance Systems (ADAS) are often fitted to new vehicles, for example lane departure warning and adaptive cruise control. They operate differently on each vehicle. Familiarise yourself with the vehicle's ADAS before driving so you're aware if the ADAS intervenes.