**PRE-RENTAL CHECK LIST FOR HIRE VEHICLE**

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle registration |  | Vehicle Type/Model |  |
| Owner Name |  | Owner Contact (email / tel) |  |

**Is the vehicle owner and vehicle representative the same person?** Yes No

**If no** – is the vehicle representative has a legal (certified) delegation of authority signed by the owner**?** Yes No

**Is there a mandated vehicle inspection procedure (COF)?** Yes No

Date of last safety inspection ………………………………………..Mileage ………………………………

Date of next safety inspection/MOT ………….……………………..Mileage ………………………………

**WALK ROUND IN VEHICLE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comment** |
| Number plates (front and back) |  |  |  |
| All doors lock |  |  |  |
| Windscreen (no cracks) |  |  |  |
| Side mirrors (no cracks) |  |  |  |
| Body in good condition – no loose parts / dented body (take pictures or draw and have it signed by the owner) |  |  |  |
| No Leaks (look underneath vehicle) |  |  |  |
| ***Have driver sit in vehicle and confirm the following;***  |
| Windscreen wipers work and are in good condition |  |  |  |
| Headlights working (bright and dips) |  |  |  |
| Break lights working |  |  |  |
| Indicator (signal) lights working |  |  |  |

**TYRE CONDITION**

|  |  |  |  |
| --- | --- | --- | --- |
| Tires in good condition – no unusual ware  |  |  |  |
| Tread depth greater than 1.6 mm |  |  |  |
| Wheel nuts tight |  |  |  |
| Spare Wheel (including condition) |  |  |  |
| Tool kit (jack, wrench) First Aid Kit / Warning Triangles |  |  |  |

**UNDER BONNET ROAD TEST**

|  |  |  |  |
| --- | --- | --- | --- |
| Oil level |  |  |  |
| Brake and clutch fluid levels |  |  |  |
| Power steering fluid levels |  |  |  |
| Radiator level and condition |  |  |  |
| Battery – water level |  |  |  |
| Washer water level  |  |  |  |

**INSIDE THE CAR**

|  |  |  |  |
| --- | --- | --- | --- |
| Cleanliness – vehicle is clean inside  |  |  |  |
| Documents – Log book, insurance disc, registration  |  |  |  |
| Seat belts front and back present and working |  |  |  |
| ***Start Engine*** – starts easily, oil pressure ok, battery is charging, no unusual noises, no warning lights on, |  |  |  |
| Horn sounds |  |  |  |
| Windows work,  |  |  |  |
| ***Test drive vehicle*** – brakes and clutch working, no excessive play in steering wheel, no unusual wobbles/vibrations,. |  |  |  |

Overall comments: ………………………………………………………………………………………………………………………………………………………………………

This vehicle is **acceptable / not acceptable** for hire. (Circle appropriate response)

Inspected by:………………………………………………………….Signed:……………………………………………………. Date:……………………

 (Name)

Approved by:………………………………………………………….Signed:……………………………………………………. Date:……………………

 (Name)