



# HAVELOCK SCHOOL & COMMUNITY MINIBUS

## Vehicle Check List & Information Sheet *(overleaf)*

To be filled out by designated group member and a Havelock School staff member on every use, before and after.

Group: \_\_\_\_\_ Driver: \_\_\_\_\_

Minibus Condition ~ before/after					
Front Ext	Small ding from bird strike RH side				
Left Ext	Very light scuff from branch on decal				
Back Ext					
Right Ext					
Roof					
Wheels & Under					
Seats incl belts					
Front Cab (incl Handbook)					
Main Cabin					
Windows					
Exterior Clean			Interior Clean		
Tank Full (70 l Diesel)			Coolant Level Check		
Oil Check			Window Washer Tank		
Logbook Completed			Towing Balls (x2)		
Odometer			Navman Check <sup>1</sup>		
Total Distance			Destination		

1 Includes unit, cable, mount and guide booklet. It is strongly suggested you Record your Driving. The evidence on either your device or in another vehicle can these days quickly resolve issues after an incident. A MicroSD card has been inserted to enable this useful feature. Recording can be started by tapping 📷 the camera symbol on the Main Menu or Map Screen. The video is looped but can be locked when you press the Lock button by tapping anywhere on the screen and tapping 🔒. An accident triggers the recording automatically.

Driver Sig: \_\_\_\_\_

Before

\_\_\_\_\_

Date

\_\_\_\_\_

Time

Staff Sig: \_\_\_\_\_

Before

Driver Sig: \_\_\_\_\_

After

\_\_\_\_\_

Date

\_\_\_\_\_

Time

Staff Sig: \_\_\_\_\_

After

