

Weekly fleet inspection guidance

1. Tyres

Check the tread depth using the tools provided on multiple parts of the tyre and record the lowest reading. If it is under 2mm then the tyre needs to be replaced.

Check the PSI using the tools provided, checking that none of the tyres have significant reduced. Re-inflate if necessary (i10s & Micras front and rear: 33, i30s front: 35, rear : 38). See 'Vehicle Inspector's Notes' for more details).

Open the bonnet of the vehicle.

2. Maintenance

- a. Check the oil. To do this:
 - i. Pull out the dip stick and wipe it off on a clean, lint free rag.
 - ii. Insert the stick back into the pipe.
 - iii. Pull the dipstick out again and look at the film of oil on the end of the stick. The oil should be between the two markers.
- b. Look inside the windscreen washer fluid pipe and check that you can see water. If you can't see water, top it up until you can.
- c. Visually inspect the engine coolant level from the outside of the pipe (do not open the cap as there is a burn risk from steam inside), ensuring it is between the minimum and maximum acceptable levels.
- d. Visually inspect the brake fluid level from the outside of the pipe, ensuring it is between the minimum and maximum acceptable levels.
- e. Check the boot power supply unit by using the equipment provided. There should be a light that comes on when the power supply unit is switched on.

3. Vehicle damage inspection

- a. Complete the 'Vehicle damage inspection' form, marking all damage/defects in the greatest detail possible.
- b. Compare the form to the one from the previous week to see if there have been any new marks/defects.

If you are unsure about how to carry out any of the inspections, talk to your team leader. Similarly, IF YOUR VEHICLE FAILS ANY OF THE INSPECTIONS OR IF YOU ARE UNSURE IF YOUR VEHICLE PASSES ANY OF THE INSPECTIONS, TALK TO YOUR TEAM LEADER.

By signing the inspection log, you are confirming that you have completed the inspections and that the car is roadworthy and safe to drive.