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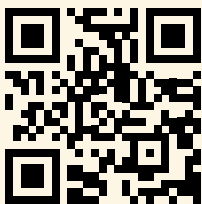
It is the responsibility of your employer to ensure all fleet vehicles are in good working order. If you note any vehicle defects, notify your manager or fleet coordinator immediately and do not drive the vehicle.

Personal assessment and planning

◯	Fatigue check	Am I well rested and alert to drive?
◯	Planning	Have I planned out the safest route? (e.g. motorways and major highways)
		Have I factored in enough time to reach my destination including accounting for current traffic conditions?
		Have I planned where I will take rest breaks during my journey, if needed?
		Have I checked the weather along my planned route, noting any potential hazards such as storms, heavy rain, snow, ice or dust?
		During the bushfire season, have I checked the RFS 'Fires Near Me' website or app for any current fire activity along my planned route?
◯	Contact	Have I told my manager or a colleague where I'm going and what time I'm expecting to arrive? Make sure to alert them on arrival.
◯	Supplies	Have I had a meal? Do I need to bring along any healthy snacks? Do I have water?

Tools to help you plan

Live Traffic NSW

Bureau of Meteorology

Fires near me

towardszero.nsw.gov.au

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 to top-up.
○	Brakes	Are the brakes working correctly? Are the rear brake lights working?
○	Headlights	Are both headlights working?
○	Indicators	Are both indicators working at the front, back and side?
○	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?
○	Mirrors	Are the side view mirrors adjusted so I can see down the length of the car? Is the rear vision mirror adjusted so I 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 my chest rather than my face?
○	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 I programmed in my destination before I start driving? **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.

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