



## Daily Walkaround Check Guide

### Daily Walkaround Checklist

- Tyres, wheels & nuts inspected
- Lights, indicators and reflectors checked
- Brakes and air systems inspected
- Fluid leaks checked
- Mirrors secured and undamaged
- Load security ensured
- Dashboard warnings checked
- Tachograph mode correct
- Defects reported immediately



## 12-Month Maintenance Planner Template

### 12-Month Planner Includes

- PMI scheduling
- Brake test scheduling (quarterly)
- MOT scheduling
- Tacho calibration reminders
- Tyre inspections
- Service intervals
- Repair tracking notes



## Tachograph & Working Time Guide

### Tachograph Rules

- Driver card downloads every 28 days
- Vehicle unit downloads every 90 days
- Correct mode use: Drive / Other Work / Rest / POA
- Breaks: 45 min after 4.5 hours driving
- Daily driving: Max 9 hours (10 twice weekly)

### Working Time Rules

- Weekly max: 60 hours
- 48-hour average rule
- Breaks: 30 min for 6–9 hrs work, 45 min for 9+ hrs
- Daily rest: 11 hours minimum



## Transport Compliance Educational Articles

### How to Prepare for a DVSA Visit

- Ensure records up to date
- Have maintenance files organised
- Ensure driver training provided
- Site safety and access maintained

### Traffic Commissioner Expectations

- Active TM involvement
- Documented systems
- Regular compliance checks

### Common O-Licence Failures

- Late PMIs
- Missing brake tests
- Ignored tacho infringements
- Poor record keeping

### Setting Up Compliance System

- Maintenance planner
- Tacho processes
- Driver policies
- TM reporting routines