Vehicle Checklist

Vehicles should be properly maintained and equipped so that they are less likely to break down. Checking a vehicle is the responsibility of the driver, but all staff should be familiar with how to conduct a basic vehicle check.

|  |
| --- |
| **Route:** |
| Are you aware of the planned route and of any potential threats or areas to avoid? | * Yes
 |
| Will you reach your planned destination before nightfall? If not, are there planned checkpoints where food, water, safe shelter and other amenities are available? | * Yes
 |
| Is there an alternative route that can be taken? | * Yes
 |
| Are both the NGO Home Office and the people at your destination aware of your travel plans and know the steps that should be taken if you do not arrive as scheduled? | * Yes
 |
| **Equipment:** |
| Is the vehicle equipped with spare tyre, a jack, flashlight, warning triangle, first aid kit, tool kit? | * Yes
 |
| Is the communication equipment stored securely and do passengers know how to use it? | * Yes
 |
| Are seatbelts functional? | * Yes
 |
| Can the doors be locked and should they be in the context? | * Yes
 |
| Is all appropriate documentation (including vehicle registration, road tax, insurance, permission to travel, radio license, waybill for supplies, personal identification (ID card, passport or photocopy) and relevant driver’s license) in the vehicle? | * Yes
 |
| **Conditions:** |
| Is the driver intoxicated or do they appear fatigued? | * Yes
 |
| Do the weather conditions require less speed? | * Yes
 |
| Do the conditions of the roads require less speed? | * Yes
 |