

VEHICLE CHECKLIST - FORM

CENTRAL AUSTRALIAN REMOTE HEALTH

Drivers are to drive in a manner which promotes a responsible and good image of the Government and Public Service. Drivers of Government vehicles must at all times comply with the Traffic Act, Ordinances, Laws and Regulations which apply in the area in which the vehicle is being used. Drivers are also responsible for the payment of any fines incurred while being the custodian of a vehicle.

VEHICLE ALLOCATION

Name of Officer/s requiring vehicle:

Details of trip:

Date / Time required: Due back:

You have been allocated vehicle Reg: Type:

First Aid box No: Cost Code:

Keys and Vehicle have been signed out: Yes / No

Travel Requisition has been completed: Yes / No

Home Garaging form has been completed: Yes / NA

CHECKLIST

Fleet Directory in Glove Box	Yes / No	Changing Tyre Equipment	Yes / No
Spare Wheel x 2	Yes / No	Collapsible Shovel	Yes / No
Fuel /Oil / Water full	Yes / No	Fire Extinguisher	Yes / No
Codan Radio	Yes / No	Board for Jack	Yes / No
UHF Radio Call signs (sun visor)	Yes / No	Tyre Inflation pressure correct	Yes / No
Satellite Phone	Yes / No	Water Container x 1 10 litre	Yes / No
Emergency Phone Numbers	Yes / No	Extension Handle	Yes / No

* **Have you picked up anything that needs to be taken out? eg Pharmacy, Mail, Stores, etc**

* **Let AMS (08 8951 7840) know when you are leaving, and ring when you arrive (within business hours). After hours call the Remote Health Management On-Call (0401 110 165).**

* **Is the Health Centre / Community you are visiting aware of your trip?**

TRIP REPORT

Start Speedo reading		Finish Speedo reading	
Start time/date		Finish time / date	
Vehicle main fuel tank full	Yes / No	Vehicle is clean interior / exterior	Yes / No
Vehicle sub fuel tank full	Yes / No	Is vehicle service due	Yes / No

Any problems or repair/maintenance needs?

Signed

Please return completed form to the Remote Health Fleet Officer

USING REMOTE HEALTH VEHICLES

VEHICLE MAINTENANCE / FLAT TYRES / BREAKDOWNS:

All vehicles are leased from NT Fleet. They are responsible for any maintenance, and pay all reasonable costs to keep the vehicles in good order to minimise the possibility of breakdowns. They specify the type of jacks, tyres and so on, and are contracted by DHF.

It is the user responsibility to return the vehicle to remote health full of fuel and clean and free of rubbish.

COOPERATION:

All staff are required to cooperate with the service and other staff in helping to take supplies and equipment out to remote communities or back into town. Staff are also required to share trips in order to maximise vehicle use and efficiency as practical. Please refer to the remote travel calendar.

SAFETY:

All vehicles should be in a roadworthy condition, with two spare tyres, jack and functioning radio or satellite phone where fitted. Correct tyre inflation pressures are very important in ensuring the vehicle is safe to drive, particularly over long distances and dirt roads. If you do not know how to use the radio or change a tyre, please ask someone to show you. It is NT Government Policy that all drivers of 4WD Vehicles are required to have completed a 4WD Familiarisation Course. This needs to be completed in advance. Be self sufficient in water and food. A maximum 90 kms per hour on dirt roads, wear seat belts. No animals in vehicles.

GARAGING:

All vehicles must be returned to the compound. If you wish you may garage the vehicle at your home for **one night**, to allow for an early start, or getting back late, provided the travel coordinator can accommodate this allocation. A home garaging form must be completed. (If you ever wish to garage the vehicle at your home for more than one night you need permission from the General Manager, Central Australia Remote Health).

ACCIDENT:

Any accident involving injury or vehicle damage must be reported to the Police. Please refer to Transport Procedures and NT Fleet Drivers Handbook. An NT Government Vehicle Accident Report Form which is kept in the fleet Directory in the glove box must be filled out and given to the Supervisor of NT Fleet once signed. In the event of a serious accident or breakdown, notify AMS as soon as possible. AMS will notify the appropriate people. After Hours, notify your supervisor and the supervisor will notify the appropriate people. You will need to fill in an incident report.

REMEMBER:

- No smoking in vehicles
- No private use
- No dogs / animals in vehicles
- Remove rubbish from vehicle
- Ensure vehicle is clean
- Report any damage / maintenance / repairs issues
- Fuel up and return keys, First Aid Kit and this form promptly.