

Vehicle daily check record

Form | PTR-FRM-006

Document type	Form
Title	Vehicle daily check record
Document ID	{{facility.code}}-PTR-FRM-006
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	System S6 (Patient transfers and referrals), criterion S6.20, S6.21
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

The daily check of the vehicle, the safety equipment and the medicines before the first transfer of the day.

1. How to complete

- Complete at the start of each shift.
- Report any fault to dispatch before using the vehicle.
- Sign the check.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Safety equipment present and working	Yes	☐	☐	☐	Action and who to tell
2	Medicines secured and within expiry	Yes	☐	☐	☐	Action and who to tell
3	Medicine store temperature in range	Yes	☐	☐	☐	Action and who to tell
4	Fuel, lights and tyres checked	Yes	☐	☐	☐	Action and who to tell
5	Fault reported to dispatch	Yes or none	☐	☐	☐	Action and who to tell
6	Checked by and time	Yes	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval