

Fleet Compliance Checklist

Based on DVSA Roadworthiness Guidance & Traffic Commissioner Priorities

1. Driver Daily Checks

- ☐ Drivers (or a responsible person) complete a walkaround check before the vehicle is used each day.
- ☐ Nil-defect reports are submitted when no issues are found.
- ☐ Defects are reported immediately and vehicles are not used until repaired.
- ☐ All defect reports and rectification records are kept for at least 15 months.
- ☐ Drivers understand their legal responsibilities and have signed written instructions.

2. Safety Inspections & Maintenance

- ☐ Each vehicle and trailer has a declared inspection interval on VOL (normally 4–13 weeks, depending on use).
- ☐ Vehicles over 12 years old are inspected at least every 6 weeks.
- ☐ Every safety inspection includes a brake performance test (RBT, decelerometer or EBPMS).
- ☐ First-use inspections are carried out on all newly acquired, leased or long-idle vehicles.
- ☐ Inspection records are complete (operator name, date, location, vehicle ID, mileage, inspector name, defects, repairs, sign-off).
- ☐ Prohibitions and advisories are acted upon immediately.

3. Record Keeping & Documentation

- ☐ All inspection and defect records are stored securely for at least 15 months, including for sold or disposed vehicles.
- ☐ Maintenance records are tamper-proof and can be produced quickly if requested.
- ☐ Drivers' hours, tachograph data and CPC training records are monitored and available.
- ☐ Copies of MOT certificates, insurance, and operator licence are held and current.

4. Workshops & Maintenance Providers

- ☐ Formal written contracts exist with external maintenance providers.
- ☐ Workshop facilities have the correct tools and equipment (brake tester, headlamp aligner, under-vehicle inspection, emissions tester).
- ☐ Quality assurance checks are carried out on external providers' work.
- ☐ Tyre management system records age, tread depth, pressures and condition across the fleet.

5. Operator Licence Responsibilities

- ☐ Licence details on VOL are accurate and updated (vehicles, trailers, operating centres, transport managers).
- ☐ Financial standing is maintained and evidence is available when requested.
- ☐ Transport manager oversight is documented and active.
- ☐ Systems are in place to prevent bridge strikes (height indicators, route planning).
- ☐ Operators and directors have disclosed previous licence history and insolvencies truthfully.

6. Culture & Continuous Monitoring

- ☐ Regular internal audits are carried out on compliance systems.
- ☐ Non-compliance is acted upon quickly, with records of remedial action.
- ☐ Drivers and staff receive ongoing training and updates on responsibilities.
- ☐ Evidence of compliance culture can be shown if questioned at a Public Inquiry.

Tip: Traffic Commissioners expect operators to prove systems are effective, not just that they exist. Keep evidence of monitoring and corrective action.

Autocheck helps you stay compliant by automating inspection reminders, storing all records securely indefinitely, and producing instant audit-ready reports.