Ocean Parts Van Weekly Check Form

FULL NAME

DEPT

POSITION

Terms and conditions

On a daily basis, the following action points must be followed:

Safety checks must be carried out. This includes lights, wipers, tyre pressures, tyre condition, oil level, coolant level and screenwash level.

On a weekly basis, the following action points must be followed:

(i) The interior must be cleaned. This includes trims, glass, seats, floor etc.

(ii) The exterior must be cleaned. This includes wheels, glass, mirrors and lights.

Other Responibilities

(i) Ocean has a strict policy of **NO SMOKING** and **NO PETS** in vehicles. In addition, the consumption of **FOOD** and/or **DRINK** is also prohibited. Failure to comply will result in a valet fee of £55 which is payable upon the return the Parts Van to the dealership.

(ii) I understand that any incidents that occur whilst I am in possession of the Parts Van must be reported immediately to my Supervisor/Manager. i.e. accidents, disputes etc.

(iii) I accept full responsibility for all statutory offences arising out of the Road Traffic Acts or other legislation whilst I am in possession of the Parts Van.

(iv) I am familiar with the controls on this Vehicle and I consider myself able to drive the Parts Van. I consider myself able to drive a Vehicle of this size.

(v) I understand that this vehicle is classed as a **GOODS VEHICLE** and I understand that the speed limits below apply
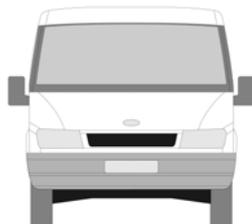
Built-up Areas	Single Carriageways	Dual Carriageways	Motorways - Towing	Motorways
30	50	60	60	70

PARTS VAN MODEL - FORD TRANSIT 110 260TD SWB MR

REG. NO. - WG57 VJC

CHECK OUT

DATE	
TIME	
MILES	
FUEL	E 1/4 1/2 3/4 F

CHECK IN

DATE	
TIME	
MILES	
FUEL	E 1/4 1/2 3/4 F

D= Dent S= Scratch C=Chips

I understand and agree to all the terms and conditions and will abide by them fully.

Staff Signatures

Check Out:

Date

Signed by Parts Staff

Check in:

Checking in:

Ocean BMW 22/02/2008