

TSW ELECTRICAL SERVICES LTD

Vehicle Check Expectations – Daily, Weekly & 3-Monthly

This guide explains exactly what TSW expects from all employees who are responsible for a company vehicle. The aim is simple: **keep vehicles safe, clean, and maintained, and report any issues immediately.**

1. Your Responsibility as a Driver

Every driver is responsible for:

- Keeping the vehicle roadworthy and safe at all times.
- Completing all required checks (daily, weekly and 3-monthly).
- Reporting defects the same day they are found.
- Maintaining the vehicle to the same standard it was in when handed over.
- Ensuring the vehicle remains clean inside and out.

Failure to meet these expectations may result in costs being charged to your employee tool account.

2. Daily Checks (Quick Visual Walk-Around)

These must be carried out **every morning** before setting off:

Exterior

- Tyres inflated, no visible bulges, splits or flat spots.

- Headlights, brake lights, indicators and number plate lights working.
- No new damage (scrapes, dents, cracked mirrors).
- Windscreen free from new chips or cracks.
- Mirrors and windows clean and clear.

Interior

- Dashboard warning lights not illuminated.
- Fuel, oil level and screenwash sufficient for the day.
- No loose tools or materials inside the cab.
- Vehicle clean and presentable.

If anything is wrong

You must report it **to the office immediately** before driving the vehicle.

3. Weekly Checks (Full Basic Maintenance Check)

Once per week, the driver must check:

Fluids

- **Oil Level**
- **Coolant Level**
- **Windscreen Washer Fluid**
- **AdBlue** (if applicable)

Tyres

- Check pressures using recommended PSI.
- Check tread depth (must not be below legal limit).
- Look for damage (kerbing, cuts, nails).
- Report slow punctures immediately.

General Condition

- Ensure the vehicle is washed **at least once every two weeks**.
- Ensure the interior is hoovered and wiped down weekly.

- Ensure tools and materials are stored safely and not damaging the interior.

If you identify any defect during weekly checks, report it on the same day.

4. 3-Monthly Vehicle Checks (Mandatory)

Every 3 months the vehicle **MUST** be brought to the office for a full inspection.

At these inspections we expect:

- **A fully cleaned vehicle**, inside and out.
- All original equipment present (jacks, tool kits, wheel braces, trims, mats, paperwork etc).
- All stock or equipment issued with the vehicle accounted for.
- No outstanding damage or unreported issues.
- No excessive wear caused by negligence.

If a vehicle is presented in a poor state, the following may be charged:

- Professional valeting
- Replacement of missing items
- Repairs due to damage or neglect
- Deep-cleaning charges for spills, stains or waste left in the vehicle

Charges are added to your employee tool account balance.

5. Cleanliness Expectations

Interior Must Always Be:

- Free from rubbish
- Seats in good condition (no tears, burns, stains)
- Dashboard clean
- Floor/hard surfaces swept or wiped
- No food waste, cans, bottles or loose screws/nails
- No damage caused by improper storage of tools
- No smoking or vaping (chargeable valeting if detected)

Exterior Must Always Be:

- Clean and presentable
- Windows and mirrors clear
- Free of mud, cement, tar or debris
- No unreported body damage
- Registration plates visible

A poorly maintained van reflects badly on TSW, and repeat failures may lead to disciplinary action.

6. Reporting Defects & Damage

You **MUST** report any of the following **as soon as you notice them**:

- Warning lights
- Tyre issues
- Windscreen chips or cracks
- Damage from collisions or site impacts
- Electrical faults (lights, heaters, wipers)
- Security issues (locks, doors, windows)
- Dashboard messages
- Any change in how the van drives (pulling, noises, vibrations)

Reporting Form/Link

Link - <https://wkf.ms/3HUJOuJ>

Form: **REPORT VAN
ISSUES HERE**



Important

If you fail to report damage or defects promptly and the delay makes the issue worse, you will be charged accordingly.

7. Breakdown Procedure

If your vehicle breaks down:

1. Stop in a safe place.
2. Contact the office immediately.
3. Use AA Breakdown Service if instructed on - **03330 046 046**

Do not attempt unsafe roadside repairs.

8. Return / End of Vehicle Period

When returning or swapping a company vehicle:

- It must be fully cleaned inside and out.
 - All original items must be present.
 - All damage must be declared.
 - Missing or damaged items will be charged.
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9. Chargeable Items

The following will be charged to your employee account balance (maximum £500):

- Missing tools, jacks, trims, wheel trims or equipment
- Vehicle damage caused by negligence
- Interior damage from tools or materials
- Valeting due to poor upkeep
- Windscreen cracks caused by ignored stone chips
- Tyre damage caused by kerbing

- Failure to bring a clean vehicle to a 3-month inspection
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10. Summary of Expectations

All TSW drivers must:

- ✓ Perform daily and weekly checks
- ✓ Attend 3-monthly inspections with a clean and prepared vehicle
- ✓ Keep the vehicle in the same condition as handover
- ✓ Report defects immediately
- ✓ Maintain safe and responsible driving standards
- ✓ Ensure vehicle cleanliness at all times
- ✓ Understand that neglect = employee charges