



Rumaila  
Operating  
Organisation

# Light Vehicle Safety

12 Basic Vehicle Maintenance Checks

# Introduction

Both the owner and driver have a responsibility to ensure that vehicles remain safe and roadworthy. The owner is responsible for ensuring that the vehicle is maintained in accordance with the Manufacturer's Recommended Maintenance Schedule and the driver is responsible to check the vehicle prior to use and report any defects.

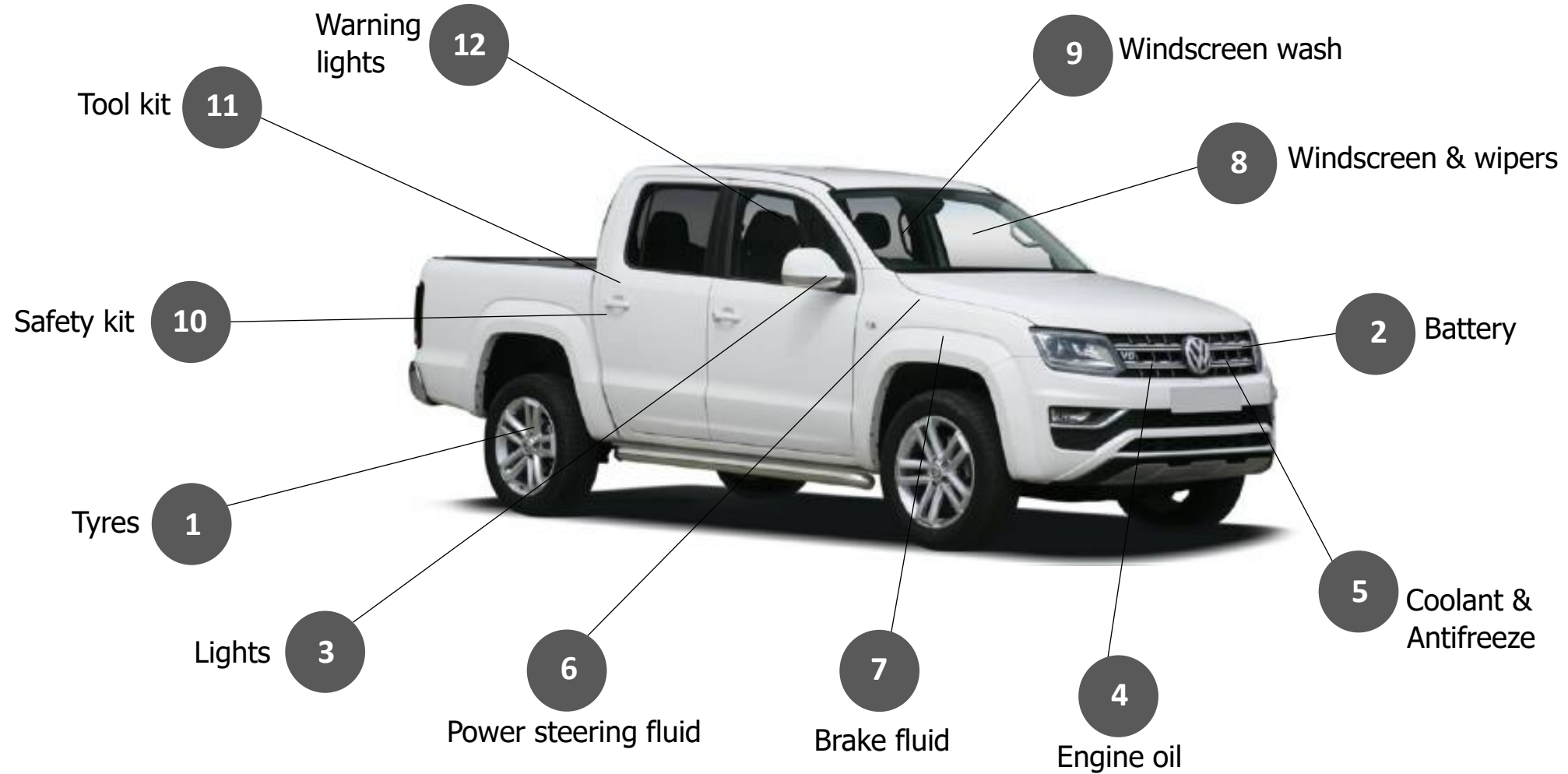
It is important to abide by the manufacturer's maintenance guidelines specific to the environment the vehicle is operating in.

Maintenance	Timing
Maintenance Schedule	As per the Manufacturer's Recommendation
Pre - Use Checks	Every day or before each use.



Though it is considered an expense vehicle maintenance should be a necessity for all vehicle owners as it ensures the vehicle's safety and roadworthiness. Owners should ensure that drivers are trained to carry out Pre-Use Checks and understand the process for reporting any defects. Owners should also ensure that drivers are aware that they should not operate a vehicle which is unsafe.

# 12 Point – Car Safety Checks

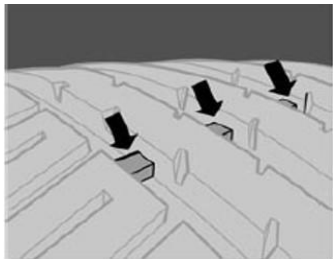




# 1- Tyres and wheels

Whilst the tyres should be checked during the Manufacturer's Recommended Maintenance Schedule, it is important to also check during the Pre-Use Checks.

**Inflation** - Are the tyres, including any spare/space saver inflated to the correct pressure? -Most vehicles have the inflation pressure information on a plate mounted on the pillar behind the driver or passenger door.



**Tread** - Is there a minimum tread depth of 2 mm across the width of tyre and around the entire circumference? Is the surface even without any bumps or deformation?

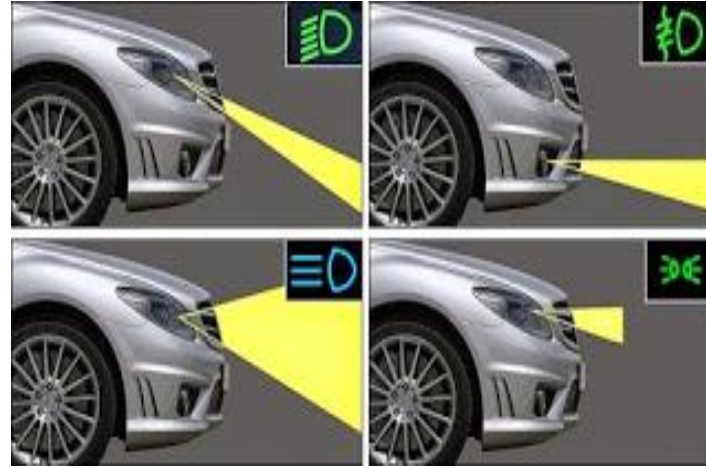
**Sidewalls** - Are there any cuts, cracks or bulges?

**Wheels** - Are all the wheel nuts in place and secure? Are there any cracks or damages on the wheels?

Remember tyres are the point of contact between the vehicle and the road allowing the vehicle to accelerate, corner and brake.

## 2- Battery

Battery inspection is another vital element of car checks. Batteries should be securely mounted to prevent movement. Connections to battery terminals should be secure to ensure the battery can provide power and also to enable the alternator to charge the battery.



## 3- Lights

Lights play an important role in the safe operation of a vehicle and in avoiding accidents since they ensure seeing and being seen.

Ensure that all lights are working, lenses are clean and free from damage during the Pre-Use Checks.

## 4- Engine oil level

Engine oil cleans, cools and ensures the moving pieces of the vehicle are protected from excessive wear and preventing the vehicle from seizing up. Oil should be changed according to the Manufacturer's Recommended Maintenance Schedule. Check oil levels are correct during Pre-Use Checks.





**WARNING!**  
DO NOT OPEN THE CAP  
WHEN THE ENGINE  
IS HOT AS IT MAY  
CAUSE INJURY

## 5- Coolant & Antifreeze

For any vehicle to function properly it requires Coolant, which is also referred to as Antifreeze. This is crucial in preventing the engine from overheating in summer and freezing in winter. Coolant quality should be checked according to the Manufacturer's Recommended Maintenance Schedule and the level checked during the Pre-Use Check. Always check the levels when the engine is cold and refer to the MIN and MAX levels marked on the Coolant Tank but never open when the engine has been running. The Coolant tank is located in the engine compartment.

## 6- Power Steering Fluid

Power steering fluid is an essential element of a car's steering system. In addition to being part of the Manufacturer's Recommended Maintenance Schedule, it should be checked as part of the Pre-Use Checks. Ensure the fluid level in the transparent tank, located in the engine compartment, is between the maximum and minimum markings. The way in which power steering fluid level is checked differs slightly between models, so it is recommended to refer to the manufacturer's guidelines.





## 7- Brake Fluid

The braking system requires a minimum level of clean brake fluid to operate. Brake fluid should be checked during the Manufacturer's Recommended Maintenance Schedule. To check the level during Pre-Use Checks, locate the brake fluid reservoir in the engine compartment. The brake fluid reservoir is made of transparent material so the MIN and MAX level may be checked without removing the cap which may cause contamination of the fluid.



## 8- Windscreen & Wipers

Windscreen wipers and washers keep windscreens clean and clear. Windscreen wiper function and blades should be checked as part of Manufacturer's Recommended Maintenance Schedule. Wipers and washers should be checked during Pre-Use Checks.



## 9- Windscreen washer fluid

Washer fluid contains an additive which helps keep your windscreen clear and prevents it from freezing during cold weather. Check the levels during Pre-Use Checks. When replenishing always use a funnel to prevent the fluid splashing on paintwork.



## 10- Safety Kit

Safety kits are there for emergency situations. You never know when you will need them. Include these in the Pre-Use Checks.

Safety Kits should include as a minimum:

- Reflective vest
- Working torch
- 2 x Reflective warning triangles
- Securely mounted fire extinguisher
- First aid kit



## 11- Tool Kit

Vehicle tool kits, should be stored in a safe and secure place, for emergencies. During Pre-Use Checks, ensure that all the tools are present and the spare or space saver wheel is correctly inflated.

The tool kit includes:

- A correctly inflated spare wheel/space saver wheel
- Car jack
- Wheel brace





## 12- Warning Lights

Most modern vehicles have Warning Lights which give advice and guidance to the driver on critical or important vehicle functions. Always check for warning lights and take appropriate action.

As a general rule, when illuminated, yellow lights mean 'check as soon as possible' whilst red means 'stop vehicle as soon as it is safe to do so'. Any illuminated warning light should be reported immediately.

Some common examples are outlined below:



Engine



Glow Plug/  
Engine Management  
Lamp



Oil Level



Anti-lock  
Brake System



Electronic Stability  
Control



Tyre Pressure



Airbag and Seat  
Belt System



Light Bulbs



Windscreen  
Wash Level



Fog Lights



Fuel Level



Park Assist



Battery



Brakes



Engine Cooling  
System

*If you have any questions or require any additional information or guidance please contact the ROO Land Transport Safety Team on [ROOHSELTA@roobasra.com](mailto:ROOHSELTA@roobasra.com)*