VEHICLE CHECKLIST 

This checklist is to be completed prior to **all** drives on 4WD/remote roads.

**ITEMS TO BE COLLECTED FROM OFFICE (Kept in Senior Administrator’s office)**

|  |  |
| --- | --- |
| Satellite phone: check it is working (has car charger if flat)  Call NTGPE office in Drw to advise of trip and check operation of phone | Yes/No |
| First Aid Kit | Yes/No |
| 10 litre bottle of water | Yes/No |
| Crate of food items etc if staying overnight | Yes/No |
| Any household items required for NTGPE accommodation? | Yes/No |
| Spare vehicle key | Yes/No |

**CHECKLIST**

|  |  |
| --- | --- |
| Spare Wheel X 2 (good condition) | Yes/No |
| Fuel/Oil/Water full | Yes/No |
| Tyre Inflation pressure correct | Yes/No |
| Changing Tyre Equipment (under back seat & large tool box) | Yes/No |
| Large Tool box in back with items as listed in *4WD/Remote Driving Information Folder* (e.g. torch, shovel etc) | Yes/No |
| 4WD/Remote Driving Information Folder | Yes/No |
| Emergency Personal Locator Beacon (in console) | Yes/No |
| Fire Extinguisher | Yes/No |

**TRIP CHECK-INS:**

**You need to arrange with a work colleague to monitor your departures/arrivals. Inform them of the following:**

|  |  |
| --- | --- |
| When you leave Alice Springs | Yes/No |
| When you arrive at your destination | Yes/No |
| When you leave the community you are visiting | Yes/No |
| When you arrive back in Alice Springs | Yes/No |

**Any problems or repair/maintenance needs?** \_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return completed form to Senior Administrator***