

# 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)	Yes/No
Call NTGPE office in Drw to advise of trip and check operation of phone	
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 <i>4WD/Remote Driving Information Folder</i> (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? \_\_\_\_\_

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

**Please return completed form to Senior Administrator**