

CWCAM Pre-start checks and Rolling Brake Check

External Checks

Walk around the car and check the following:

Bonnet secure;

Number plates clean and undamaged;

Windscreen clean and free from damage, especially in the swept area of the wipers;

Wipers undamaged;

All lights and indicators clean and operational;

No cuts or bulges in the side walls of the tyres and the tread is more than the legal minimum requirement of 1.6mm over the central $\frac{3}{4}$ width of the tyre, all the way around the circumference. The remainder must have at least, a visible tread;

Tyre pressures checked when the tyres are cold, and the pressure is that stated in the Manufacturer's Handbook;

Boot / tailgate secure;

Trim (if applicable) in good condition and not loose;

Internal Checks:

- (Listen whilst doors are being shut and then check that they are secure.) *'Doors checked shut'*;
- (Check that seat belts are locked in place and that they run smoothly, when pulled out gently; but lock, when pulled out quickly.) *'Seat belts fitted; running smoothly and locking'*;
- (Check that the Head Restraint is correct. I.E. if adjustable, adjust so that the centre of the Restraint is in line with the ear height. The Head restraint is intended to protect against whiplash injury in the event of a collision.) *'Head restraint correctly adjusted'*;

- (Check that the seat is in the correct position. I.E. place any wrist at 12 o'clock on the wheel; with your arm straight, your back should be against the seat back. If the seat back is too far back, your back will not be against it; or if it is too far forward, your arm will be bent and not straight: in either case, adjust the seat back so that it touches your back with your arm straight and wrist at 12 o'clock on the wheel.) *'The seat back is correctly adjusted'*.
- (In a manual car, press the clutch all the way to the floor, hold it there; in an automatic, press the brake as far in as it will go and hold it there. In either case, then move the seat base backwards or forwards until there is a slight bend in the knee. This seat position ensures maximum travel of the brake pedal, if required in an emergency. Note also that some seats can move up and down; if so adjust it so there is a clear view of the road ahead.) *'The seat base is correctly adjusted'*;
- (If necessary, explain how the passenger seat can be adjusted.) *'Are you happy with your seat adjustment?'*
- (AFTER checking that the seat is in the correct position, check that the mirrors are aligned correctly. I.E. set the centre mirror to give the best possible view out of the rear window. Side mirrors should also be adjusted for best view, whilst showing a small section of the side of the car.) *'All mirrors correctly adjusted'*;
- (State make and model; engine capacity; fuel type; manual /automatic / semi-automatic; BHP; ABS; TCS; EPS if applicable. E.G.) *'This is a Renault Clio 1500cc diesel with 68 Brake Horse Power; it has 5 forward gears and one reverse gear, and it's driven through the front wheels; the car has ABS but no ESP or TCS'*;
- (Static Brake check - before turning the ignition key, press the Brake firmly, it should feel hard, not spongy and it should maintain this pressure.) *'The static footbrake check shows the brake to have good pressure'*;
- (Whilst pressing on the brake, if the parking brake is mechanical, release it; put it back on; it should not come up too far and it should lock on and hold in the 'on' position.) *'The parking brake is operating correctly; it does not come up too far and it locks on'*.
- (If the parking brake is electronic, say so and state how it operates, as electronic brakes can function differently from car to car. E.G.) *'The parking brake is electronic; it is applied by pulling up on this control and it goes off automatically once the gas is pressed'*;
- (In a manual car, move the gear lever through the gate once in either direction to ensure it is in neutral. In an automatic, ensure 'Park' is selected. Switch on the ignition and check the panel lights. Some will stay on and some will go off, depending on the make and model of the car: consult the Manufacturer's Handbook for detailed information. Amber lights that go off shortly after ignition, prove that the system they represent is operating correctly. If a system amber light stays on, there is a problem with that system or its indicator light sensor. Note that it is generally OK to drive with an amber system light showing, although you are advised to have the car checked as soon as possible by an authorised Dealer / Auto-Electrician. DO NOT drive with any red system light showing! This is car dependent as different makes and models with have different amber light indications: check the Manufacturer's Handbook for detailed information on the car's systems and safety features.)

- *'On switching on the ignition, I can see that the ABS; Airbag; Seatbelt and Engine Management Systems are operating correctly;'*
- (Start the car whilst pushing gently up on the steering wheel. If the Power Steering is operating correctly, the wheel will suddenly jerk / loosen off when the engine starts. At the same time, press firmly on the foot brake. If the Brake Servomechanism is operating correctly, you will feel your foot moving down on the brake pedal.) *'Power steering is operating correctly, and I can feel the pressure being taken up by the Brake Servo;'*
- (Check the Instrument Panel Lights again; they should all be extinguished, except for the Parking Brake Light. This may vary from car to car and model to model: check the Manufacturer's Handbook for details. Take note any messages on the screen and ensure that there is enough fuel. Give the summarising statement.) *'All doors are secure, seatbelts fastened, Foot Brake, Hand Brake and Power Steering checks complete, all instrumentation correct, I have sufficient fuel for the journey, I am familiar with the controls of this vehicle and I am ready to drive. I will carry out a Rolling Brake Check on moving off, if it is safe to do so.'*

Rolling Brake Check

(At a speed of from 15 mph, check the mirrors and if safe to do so, warn passengers.)
'Stand by for a Rolling Brake Check... Rolling Brake Check now.'

(Push the Clutch right in to avoid engine braking and then brake smoothly and progressively. The car should slow in a straight line, without pulling to the left or right. Before stopping, release the brake to see if there is any brake binding. On completion, state.) *'Rolling Brake Check complete.'*