

Fleet Risk Assessment Checklist

A practical working template for UK businesses using cars, vans, pickups or employees' own vehicles for work-related journeys.

How to use this template

Use this checklist to structure your review of driver, vehicle, journey and operational risks. Mark each item Yes, No, N/A or Action required, and record significant risks and corrective actions in the action log. The prompts are not exhaustive: tailor the assessment to your actual work, vehicles, locations and people.

Important: This is a general starting point, not legal advice or a substitute for a suitable and sufficient assessment of your specific activities. The responsible business should review findings, implement controls and seek competent advice where needed.

Status key	■ Yes	■ No	■ N/A	■ Action required
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1. Business And Assessment Details

Business / organisation name	
Site(s) or operating area covered	
Assessment completed by / role	
Date completed	
Assessment scope (vehicles, drivers, activities and locations)	
Next review date	
People consulted (e.g. drivers, supervisors, fleet manager)	

2. Driver And Work-Related Driving Checks

Check	Yes	No	N/A	Action / notes
Appropriate driving licence entitlement is checked for the vehicle used.	■	■	■	
A proportionate process exists for reviewing licence status where appropriate.	■	■	■	
Driver competence, experience and role-specific training have been considered.	■	■	■	
Working hours, journey lengths and breaks are planned to manage fatigue.	■	■	■	
Drivers know not to drive when unfit through illness, fatigue, alcohol, drugs or impairing medication.	■	■	■	
Mobile phone, navigation and other distraction rules are clear and communicated.	■	■	■	
Drivers know how to report incidents, near misses, defects and safety concerns.	■	■	■	
Workloads and schedules do not create unreasonable pressure to drive unsafely.	■	■	■	

3. Vehicle Condition And Suitability

Check	Yes	No	N/A	Action / notes
Vehicles are suitable for their intended tasks, routes, loads and operating environment.	■	■	■	
Pre-use checks are defined where appropriate and drivers know what to inspect.	■	■	■	

Check	Yes	No	N/A	Action / notes
Tyres, brakes, lights, mirrors, seatbelts and other safety-critical items are checked and maintained.	☒	☒	☒	
Servicing, inspections and repairs are scheduled and recorded appropriately.	☒	☒	☒	
Defects are reported, assessed, recorded and followed up promptly.	☒	☒	☒	
Unsafe vehicles are taken out of use until defects are appropriately addressed.	☒	☒	☒	
Payload, load dimensions and weight limits are understood and not exceeded.	☒	☒	☒	
Loads and equipment can be secured safely for the work being carried out.	☒	☒	☒	
Accessories, conversions and fitted equipment have been considered for additional risks.	☒	☒	☒	
Drivers know what to do if a vehicle breaks down or becomes unsafe.	☒	☒	☒	

4. Journey And Workplace Risks

Check	Yes	No	N/A	Action / notes
Journey distances and schedules allow realistic travel times and suitable breaks.	☒	☒	☒	
Route risks have been considered, including restricted access, busy roads and challenging locations.	☒	☒	☒	
Arrangements address severe weather, poor visibility and changing road conditions.	☒	☒	☒	
Night driving and fatigue risks have been considered where relevant.	☒	☒	☒	
Customer sites, depots and delivery areas have been assessed for reversing and pedestrian risks.	☒	☒	☒	
Safe loading, unloading and vehicle movements are addressed.	☒	☒	☒	
Drivers can report delays, route changes or conditions that make a journey unsafe.	☒	☒	☒	
Safer alternatives are considered where a journey is unnecessary or avoidable.	☒	☒	☒	

5. Grey Fleet (Employees' Own Vehicles Used For Work)

Check	Yes	No	N/A	Action / notes
There is a clear process for authorising business use of privately owned vehicles.	☒	☒	☒	
Appropriate driving licence entitlement is checked.	☒	☒	☒	
Business-use insurance is confirmed where required for the journey.	☒	☒	☒	
Reasonable arrangements consider roadworthiness and vehicle suitability.	☒	☒	☒	
Journey necessity, distance and driver fitness are considered.	☒	☒	☒	
Employees know how to report incidents, defects and changes affecting safe driving.	☒	☒	☒	

6. Incident Reporting, Training And Records

Check	Yes	No	N/A	Action / notes
A clear process exists for reporting collisions, near misses and vehicle defects.	☒	☒	☒	
Incidents are reviewed to identify causes and lessons, not simply to assign blame.	☒	☒	☒	

Check	Yes	No	N/A	Action / notes
Insurance, emergency and other notification requirements are understood by relevant staff.	■	■	■	
Training and communication reflect the risks identified in the assessment.	■	■	■	
Records of checks, maintenance, incidents and corrective actions are kept appropriately.	■	■	■	
Managers monitor whether agreed actions have been completed.	■	■	■	

7. Review And Continuous Improvement

Check	Yes	No	N/A	Action / notes
The assessment has a review date and a named person responsible for review.	■	■	■	
Review triggers include significant changes to vehicles, routes, work patterns or locations.	■	■	■	
Collisions, near misses, repeated defects and driver feedback can trigger a review.	■	■	■	
Outstanding actions from previous assessments are checked.	■	■	■	
Findings and relevant controls have been communicated to affected employees.	■	■	■	

8. Risk And Action Log

Record significant hazards, who may be harmed, current precautions, additional actions, responsibility and progress. Add rows as needed.

Hazard / activity	Who could be harmed and how?	Existing controls	Further action required	Owner	Due date / status

9. Review And Sign-Off

Overall findings / priority risks	
Actions outstanding and interim controls	
Assessment completed by / role	
Manager / responsible person review	
Date reviewed	
Next review date	

Review the assessment after significant changes and when incidents, near misses, repeated defects or feedback indicate that existing controls may no longer be adequate. Keep the completed template with relevant supporting records.