

## Overview

This standard is about preparing goods vehicles for driving and checking them before driving on public roads. It covers the physical checks that a driver has to make on the vehicle, and the documentation they are required to complete to comply with current legal and organisational requirements, before the start of each driving duty.

It also includes the requirement for the driver to check that the relevant legal documentation is in place for the goods vehicle and driver.

This standard is relevant to all drivers who prepare goods vehicles as part of their job role.

## Performance criteria

### *You must be able to:*

- 1 maintain the health and safety of yourself and others at all times, in line with the relevant legislation and organisational requirements
- 2 assess the risks associated with the work before starting and throughout the activity, and take the required action to minimise or report risks in line with organisational procedures
- 3 confirm that the required personal protective equipment (PPE) for the work being carried out is worn at all times in line with organisational procedures
- 4 confirm that the relevant training has been received to carry out the work, recognise the limits of your competence and seek access to further training where required.
- 5 follow the organisational procedures for obtaining and holding the keys of goods vehicles
- 6 insert the driver's card into the goods vehicle, where this is a requirement, to record all non-driving activities in line with legal requirements
- 7 prepare the goods vehicle for driving by carrying out checks to maintain the safety of the vehicle in line with Driving and Vehicle Standards Agency (DVSA) guidelines and organisational requirements
- 8 carry out all required vehicle checks in accordance with legal, organisational and manufacturer requirements, confirming that the vehicle is safe, roadworthy and compliant prior to use, following the required reporting format
- 9 check that all vehicle systems, controls and instruments are working, and that the goods vehicle is roadworthy in line with legal and organisational requirements
- 10 check that the goods vehicle has the required amount of fuel, battery charge, additives, oil, water and other fluids for safe road operations, and top up where required
- 11 check that ancillary equipment, if fitted or supplied, is in working order in line with manufacturer's requirements and organisational procedures
- 12 check that all required legal documentation is in place for driver, vehicle and trailer, if used
- 13 adjust the goods vehicle steering wheel, mirrors and seat for maximum control, observation, and comfort
- 14 secure loose items to ensure cab interiors are secure and safe for road operations
- 15 maintain effective communication with colleagues when carrying out the work

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- 16 take the required action when any issues or faults with the goods vehicle are identified, whether new or previously reported, following organisational procedures
- 17 record goods vehicle checks in line with organisational procedures
- 18 carry out the work in accordance with approved procedures and practices and in compliance with the relevant statutory, organisational and other requirements relating to preparing goods vehicles for driving

## Knowledge and understanding

### *You need to know and understand:*

- 1 your responsibilities under the relevant health and safety legislation and organisational requirements
- 2 how to identify hazards and assess risks associated with the work being carried out, and suitable control measures and Safe Systems of Work (SSoW) that can be put in place to reduce risks
- 3 the relevant personal protective equipment (PPE) that should be worn when preparing goods vehicles for driving
- 4 the company security procedures for obtaining and holding goods vehicle keys and the importance of following these
- 5 the responsibilities of the driver for the security of the goods vehicle and load, including in relation to theft and people smuggling
- 6 the daily checks that drivers are required to carry out to maintain the safety of goods vehicles, and trailers where used, in accordance with legal, organisational and manufacturer requirements, and the consequences of not completing these daily checks
- 7 how to check vehicle systems, controls and instruments, when preparing the goods vehicle for driving and where to find the relevant information
- 8 the different types of fuel, additives, oil, water and other fluid requirements for the goods vehicle being driven and how to top these up
- 9 how to refuel or charge the goods vehicle
- 10 the relevant legal documents that must be in place before the goods vehicle is driven
- 11 the importance of adjusting the steering wheel, mirrors and seat to suit the driver and maximise control, observation and comfort
- 12 the roles and responsibilities of colleagues and why it is important to maintain effective communication with colleagues when carrying out your work
- 13 how to identify potential electrical or mechanical problems with the goods vehicle and use basic fault-finding techniques to diagnose the problem
- 14 the issues and faults that can be resolved by the driver
- 15 the organisational procedures for reporting issues or faults and how to obtain information on previously reported problems
- 16 the organisational procedures for the official release of the goods vehicle for driving

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- 17 the relevant legal documents your organisation requires you to complete during the preparation process, and carry with you in the goods vehicle
- 18 the approved procedures and practices, statutory, organisational and other requirements relating to preparing goods vehicles for driving

## Glossary

**Controls:** accelerator, clutch, footbrake, handbrake, steering wheel, gears, indicators, lights, windscreen wipers, demisters, heating and ventilation, Power Take Off (PTO), differential lock

**Goods vehicle:** the vehicle you normally drive, including a trailer when connected, and ancillary equipment

**Health and safety** includes mental and physical wellbeing

**Instruments:** gauges, warning lights, displays, audible alerts, tachograph, telematics, tyre-pressure indicators, coolant levels, oil levels, air pressure, charge levels

**Legal documentation:** insurance, road tax, vehicle plate, trailer plate, vehicle MOT test certificate, trailer MOT test certificate, transport operator's licence, goods vehicle driver's licence

**Load** could include: containers; sealed loads or trailers; palletised goods; cages; individual boxes/packages; casks/kegs; bulk materials; liquids, powders or grains; food; temperature-controlled goods; livestock; hazardous goods; vehicles, plant or machinery; timber; customer's removal goods; goods for return/repair etc

**Organisation:** the company you drive for or your own business

**Personal Protective Equipment (PPE)** could include: high-visibility clothing, hard hats, protective clothing, eye protection, masks, gloves, safety footwear

**Safe System of Work (SSoW)** is a method of work that puts in place control measures arising from a risk assessment, in order to manage identified hazards, which are broken down into four elements: safe person; safe equipment; safe place; and safe practice.

**Statutory, organisational and other requirements:**

- Driving, vehicle and transport regulations
- Machinery and equipment regulations
- Workplace safety regulations
- Working time regulations

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- Codes of practice
- Organisational requirements
- Environmental, ethical and social considerations

**Systems:** ignition, electrical, lights, brakes, transmission, engine, fuel, tyres, trailer coupling, information technology, digital, communications and telemetry systems, ancillary equipment

SFLDGV1



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**Developed by** Lantra

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**Version Number** 3

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**Date Approved** 28 Feb 2026

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**Indicative Review Date** 28 Feb 2031

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**Validity** Current

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**Status** Original

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**Originating Organisation** Skills for Logistics

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**Original URN** SFLDGV1; SFLDGV3

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**Relevant Occupations** Transport Drivers and Operatives, Removals

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**Suite** Driving Goods Vehicles, Courier

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**Keywords** prepare; driving; goods vehicle

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