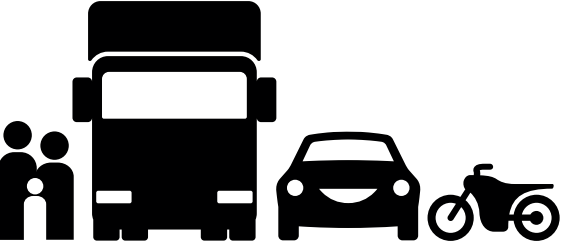




**SAFE
VEHICLES** 
SAVE LIVES

Road 
Safety
Week

**How to run a vehicle safety
checks fundraiser**



Thank you so much for hosting a vehicle safety checks fundraiser this Road Safety Week!

By helping drivers and riders learn how to do some quick checks before every journey, you can help keep them safe, while also raising vital funds to help Brake support families affected by road crashes.

This toolkit is packed with everything you need to plan, promote, and host a vehicle safety checks event to support Brake.

- Fundraise to make a difference
- Safety checks for cars and vans
- Safety checks for bikes
- Collecting donations
- Paying in money
- Spread the word - let people know what you're doing and why.

How to make your vehicle safety checks event a success

- Plan your event early – pick your date and get it in everyone's diaries.
- Use posters and posts on social media to spread the word.
- Recruit some helpers – ask friends, family, or colleagues to support.
- Add some extras – a raffle, quiz, or bake sale can boost your total.

We're here for you

If you've got any questions or need a helping hand, we'd love to hear from you. Just drop us a line at roadsafetyweek@brake.org.uk, we're here to support you every step of the way. Thank you again for supporting us.

The Road Safety Week team

Fundraise to make a difference

Run a vehicle safety check in your community and ask drivers to make a small donation to Brake for every vehicle check. We suggest a donation of £5 for a bike check and £10 for a car or small van check, but every donation makes a difference.

It's never nice to hear, but every day, on average, five people die on UK roads and many more are seriously injured.

Every day, families get the devastating news that a loved one has died, or suffered life-changing injuries.

When the worst happens, Brake is here to help, providing specialist emotional and practical support to road victim families across the UK. Every year, Brake supports thousands of families in their darkest and most difficult times. Sadly, we know there are many more who need our help.

We receive no funding from central government so fundraising events like this are a crucial source of income for us to ensure we can continue to deliver our vital service for road victims.

Let your donors know what a difference their gift will make:

A donation of:

- **£5** could pay for one of our serious injury guides to be sent to a family, helping them understand what happens after life-changing injury.
- **£8** could pay for a picture book for a child, to help them talk about their feelings when someone they love has died in a crash.
- **£56** could pay for a bereaved family to receive a memory bear made from their loved one's clothes.
- **£113** could pay for a Brake caseworker to support a bereaved family for an entire day.

Even the smallest gift can make a difference. And together, those gifts change lives.

"My caseworker helped me at the most difficult time of my life. They listened and made me feel heard. They talked me through what would happen and helped me find a way to deal with the trauma of my partner's death."

A bereaved road victim's praise for their Brake caseworker



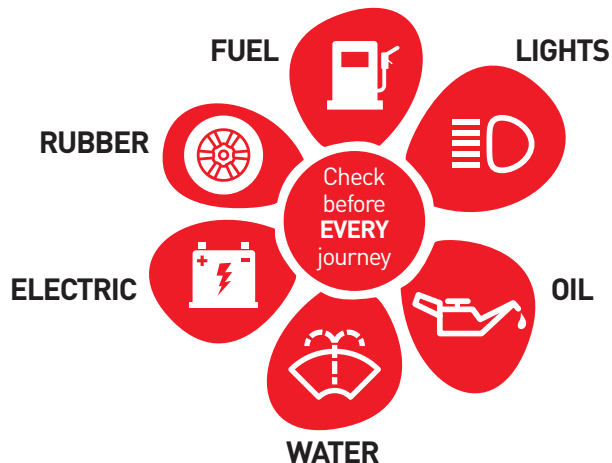
Safety checks for cars and vans

Using a well-maintained and safe vehicle is a fundamental part of being a safe road user. A few quick checks, before every journey, can help keep drivers, and others, safe.

If you have any concerns that there's a problem with your vehicle, take it to a garage immediately – putting it off could cost money, result in a breakdown, or worse, lead to a serious crash.

What to check for

This simple FLOWER mnemonic will help you remember what to check:



Fuel



Make sure you have enough fuel for your journey.

Lights



Check your headlights, brake lights and indicators are working, lights are clean and bulbs aren't blown (reflect against a wall, or ask a friend to help).

Oil



Check oil levels are well above minimum levels when the engine is cold.

Water and fluids



Check water levels, and other fluids such as power steering, windscreen washer and brake fluid, are well above minimum levels.

Electrics



Check your battery is present and secure.

Rubber



Check your tyre tread wear using the indicator bars on tyres – small bumps in the main grooves which indicate the minimum tread. Change your tyres well before your tread gets to the legal minimum (1.6mm in the UK). Brake and other road safety experts recommends replacing at 3mm, as performance and safety decrease with less than this, particularly in wet conditions.

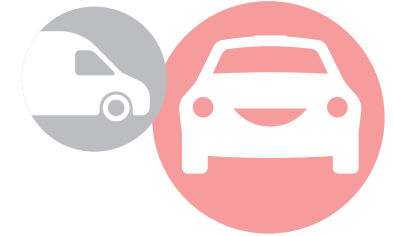
Check tyre pressure using a hand-held tyre pressure gauge and check the pressure weekly, when the tyres are cold. The correct pressure will be written in your vehicle's handbook.

Check for cracks, bulges or bubbles on the sides of your tyres. These are signs that the tyre is damaged and at risk of blowing out. If you see any of these, get the tyre checked by a professional, and replaced if necessary.

Check wheels and wheel fixings for defects, including loose nuts.

Check wiper blades are in full working order and replace if worn.

Use the checklist on the next page to make a note of what you've checked and any repairs you need to make.



Safety checks for cars and vans

Use this checklist to make a note of what you've checked and any repairs you need to make.

What to check	Checked	Notes	Action needed	Done
Fuel				
Lights				
Headlights				
Brake lights				
Indicators				
Oil				
Water and fluids				
Water levels				
Power steering fluid				
Windscreen wash fluid				
Brake fluid				
Electrics				
Check your battery is present and secure.				
Rubber				
Tyre tread depth				
Tyre pressure				
Signs of damage on tyres - cracks, bulges or bubbles				
Wheels and wheel fixings				
Wiper blades				

Safety checks for bikes

How to carry out a quick 'M' check on your bike

If you ride a bike, keeping it well maintained is important to keep riders and others safe. Regular checks only take a few minutes and following the shape of the letter M means you won't miss anything out.

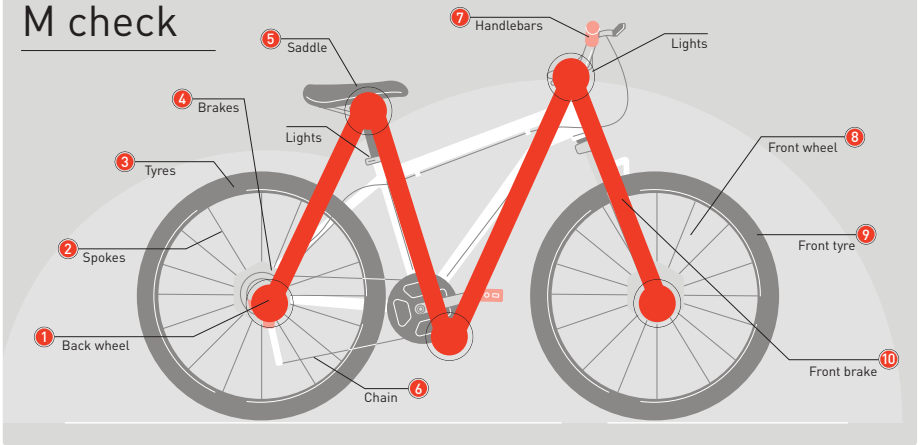
What to check for



Starting at the rear tyre, check your bike following the letter M, taking in the saddle and brakes.

1. **Back wheel** - Check your back wheel is fitted securely. Give it a spin to make sure it's aligned.
2. **Spokes** - Pluck your spokes to check their tension. They should all make a similar sound
3. **Back tyre** - Your tyres should fit to the wheel rim. Look for damage and check your tread for wear. Pump up tyres to the correct pressure, which should be written on the tyre. If the pressure keeps dropping, you may have a slow puncture.
4. **Brakes** - To ride on a public road, you must have front and rear brakes that work independently and efficiently. It's the law! Check your back brake, by applying the brake and pushing your bike backwards. Adjust the brakes and cables if necessary.
5. **Saddle** - Your saddle should be fitted securely at the right height and angle. Tighten bolts and the seat clamp if you need to.
6. **Chain** - Check your chain is clean and oiled, so that pedals can spin smoothly.
7. **Handlebars** - Check handlebars are tight to the stem and move in line with the wheels. Your headset shouldn't rock or sound gritty.
8. **Front wheel** - Your front wheel should be fitted securely and spin smoothly with no loose spokes.
9. **Front tyres** - Like your back tyre, your front tyres should fit to the wheel rim. Check for signs of damage and wear and ensure tyres are pumped to the correct pressure.
10. **Front brake** - Check your front brake, by applying the brake and pushing your bike forwards.
11. **Lights** - To ride in the dark, you need reflectors and working front and back lights. Check they're clean and attached securely.

M check



It's a good idea to get your bike serviced regularly by your local bike shop. You can also take a course to learn more about basic bicycle maintenance so you can do it yourself!

Brake has also produced a quick visual guide to carrying out an M check (see page 7). Why not print a copy and stick it on the wall by your bike as a handy reminder.

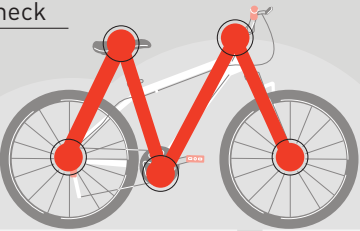
Find out more

- Watch a short film by Brake to learn how to carry out a simple M check on your bicycle.
<https://youtu.be/21scaFMPpA4>
- For more detailed guidance on how to make sure your bike is ready for the road, go to
<https://www.cyclinguk.org/essential-cycle-maintenance-advice>

Use the checklist on the next page to make a note of what you've checked and any repairs you need to make.

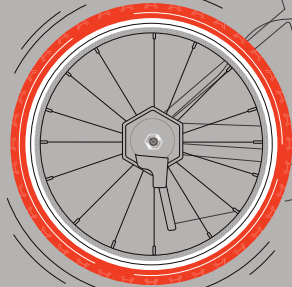
How to carry out a quick 'M' check on your bike

M check



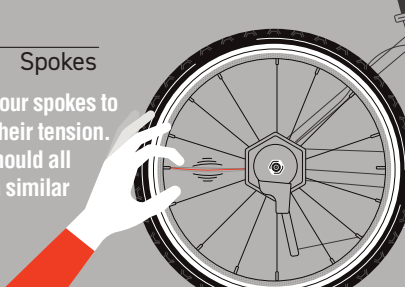
1 Back wheel

Check your back wheel is fitted securely. Give it a spin to make sure it's aligned.



2 Spokes

Pluck your spokes to check their tension. They should all make a similar sound



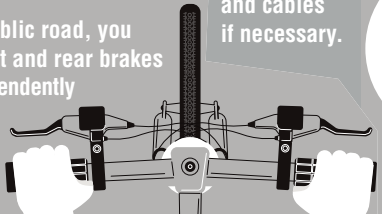
3 Tyres

Tyres should fit to the wheel rim. Look for damage and check your tread for wear. Pump up tyres to the correct pressure, which should be written on the tyre.



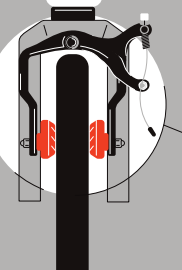
4 Brakes

To ride on a public road, you must have front and rear brakes that work independently and efficiently. It's the law.



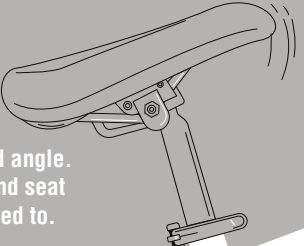
Adjust brakes and cables if necessary.

Check your back brake, by applying the brake and pushing your bike backwards.



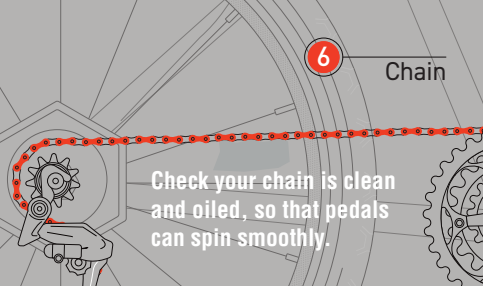
5 Saddle

Your saddle should be fitted securely at the right height and angle. Tighten bolts and seat clamp if you need to.



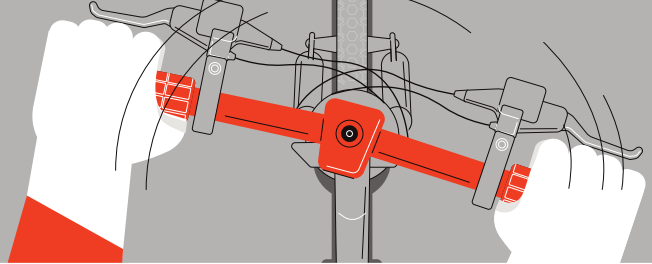
6 Chain

Check your chain is clean and oiled, so that pedals can spin smoothly.



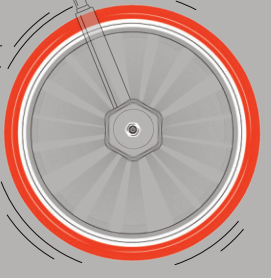
7 Handlebars

Check handlebars are tight to the stem and move in line with the wheels. Your headset shouldn't rock or sound gritty.



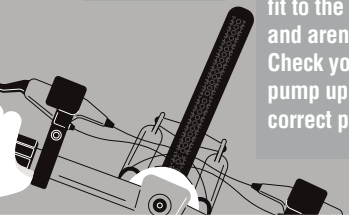
8 Front wheel

Your front wheel should be fitted securely and spin smoothly with no loose spokes.



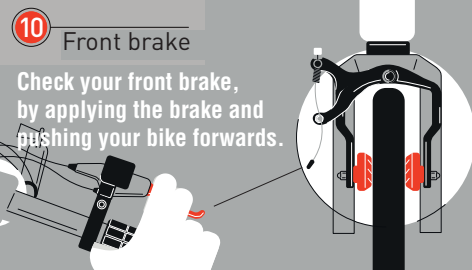
9 Front tyre

Check your front tyres fit to the wheel rim and aren't damaged. Check your tread and pump up tyres to the correct pressure.



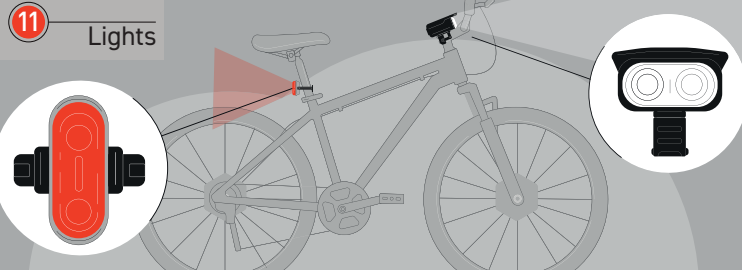
10 Front brake

Check your front brake, by applying the brake and pushing your bike forwards.



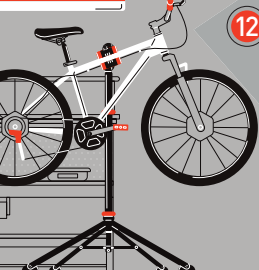
11 Lights

To ride in the dark, you need reflectors and working front and back lights. Check they're clean and attached securely.



12 Maintenance

Don't forget to get your bike serviced regularly by your local bike shop, or take a course to learn how to do it yourself.

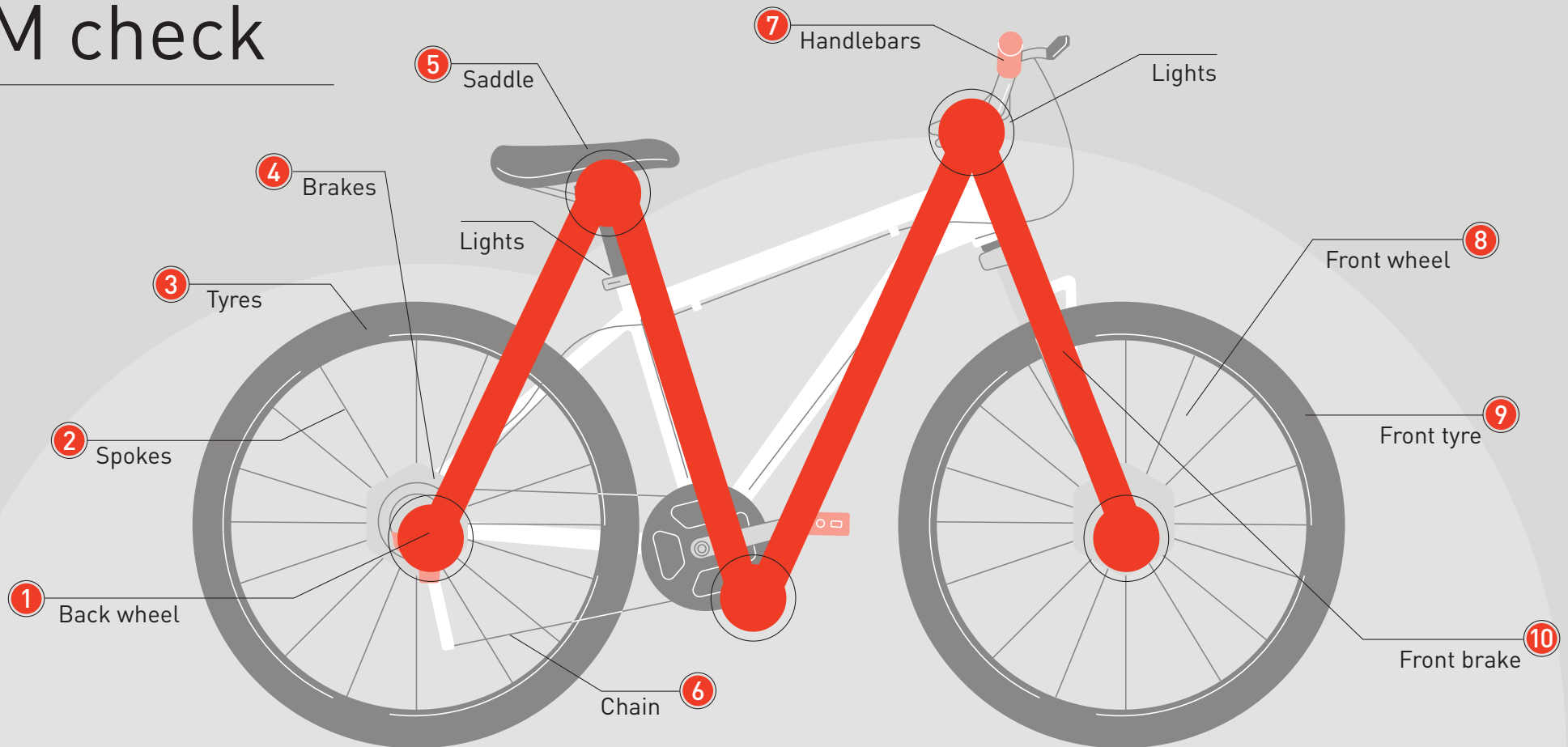




Bicycle checks

If you ride a bike, keeping it well maintained is important to keep you and others safe. A simple M check only takes a few minutes. Following the shape of the letter M means you won't miss anything out.

M check





Safety checks for bikes

Use this checklist to make a note of what you've checked and any repairs you need to make.

What to check	Checked	Notes	Action needed	Done
Back wheel - Fitted securely and aligned.				
Spokes - Pluck spokes to check their tension				
Back tyre - Tyres should fit to the wheel rim. Check for damage and check your tread for wear. Pump up tyres to the correct pressure, which should be written on the tyre.				
Back brake - Apply the brake and pushing your bike backwards. Adjust brakes and cables if necessary.				
Saddle - Fitted securely at the right height and angle. Tighten bolts and the seat clamp if you need to.				
Chain - Check your chain is clean and oiled, so that pedals can spin smoothly.				
Handlebars - Check handlebars are tight to the stem and move in line with the wheels. Your headset shouldn't rock or sound gritty.				
Front wheel - Your front wheel should be fitted securely and spin smoothly with no loose spokes.				
Front tyres - Front tyres should fit to the wheel rim. Check for signs of damage and wear and ensure tyres are pumped to the correct pressure.				
Front brake - Check your front brake, by applying the brake and pushing your bike forwards.				
Lights - Check reflectors, front and back lights are clean, working and attached securely.				



Collecting donations

You're planning your event – but how do you collect donations?
There are lots of options so choose the one that works best for you.

A JustGiving page is a great way to let people know you're raising money and explain why you are supporting Brake.

- Go to justgiving.com/brake and follow the instructions to set up your page.
- Remember to add a fundraising target – JustGiving says this can help you raise up to 46% more money!
- Make your page personal to you and share it with family, friends, and colleagues. Share updates about how your fundraising is going and add a photo and information about why you're fundraising.
- JustGiving is straightforward and secure. The money you raise will come straight to Brake.

- Create a QR code for your JustGiving page so people can donate using their phones:
 - Go to your JustGiving page
 - Add /qrcode to the end of your page's URL
 - Click "enter"
 - Your QR code will appear.

You can also:

- Ask your employer if they can match your fundraising total.
- Collecting cash? You can ask us for a Brake sticker and put it on a collection pot of your choice so people can see who you are raising money for.

Gift Aid

Gift Aid allows charities to claim an extra 25% on top of what you raise

Ask people to complete the Gift Aid declaration on your JustGiving page when they donate. Check out the things you can and can't claim Gift Aid on at gov.uk.



Spread the word about your vehicle safety checks event

- Social media can really help you get more people involved. Tell people what you're doing and why it's important
- Share links to www.brake.org.uk/donate and ask people to make a donation for every vehicle check.
- Post in your group chats and ask customers, clients and colleagues to support you.
- Create a Facebook event or share details of your event on X (Twitter) or Instagram.
- Take photos of your event to share afterwards and thank people for donating – it means a lot and might remind someone else to donate too!
- Let your local newspaper or radio know about your fundraiser. Send them a press release with all the details. If you'd like a press release template, please get in touch.

Top tip:

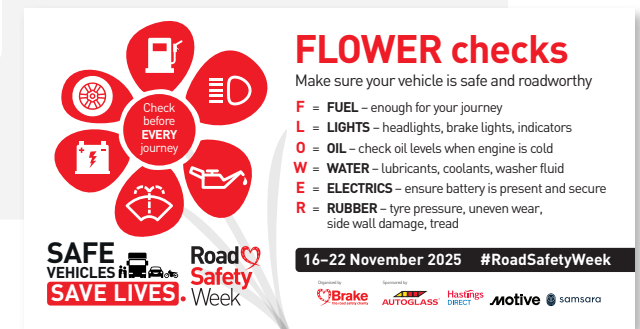
Don't forget to include the basics – what's happening, when, where, and how people can support you.

Here's some information you can share about your vehicle check event

This Road Safety Week we are raising awareness of the importance of safe vehicles.

We want to help you make sure that every time you get in your car [on your bike], you are as safe as possible. Join us at [place, date, time] for a free* vehicle [bicycle] safety check.

*Vehicle checks will be free but we ask you to make a small donation to the charity Brake, which campaigns for safer roads and supports road crash victims.



What is a safe vehicle?

Safe vehicles are designed to prevent road crashes and protect people if a crash does happen.



There are images you can share on social media to tell people why safe vehicles are important. Go to www.brake.org.uk/road-safety-week/action-pack

Paying in money

You've done it! You've helped road victims and their families to get the support they need by raising money for Brake.

If you have collected cash, the first step is to count it up and pay into your own bank account. Then you can donate through our website at www.brake.org.uk/donate.

Or you can pay via bank transfer:

- Bank: Natwest Dorking
- Account Name: Brake, registered charity 1093244
- Account Number: 31616585
- Sort Code: 60 07 02
- Reference: [your name & details]
(This is important, or we won't be able to thank you!)

Has your fundraising inspired you to do more?

If so, there are lots more ways to get involved:

- Plan your next fundraiser. If you've enjoyed this one, why not plan another? There are lots of ways to get involved. Go to www.brake.org.uk/fundraise to find out more.
- Take on a challenge event. It could be a skydive, a run, a walk – there are so many options. There's more information on our website at www.brake.org.uk/fundraise or please get in touch to discuss ideas.
- Shop for good. Donate while shopping through Easy Fundraising or Give as you Live by choosing Brake as the charity you would like to support.

- Making a regular donation. However big or small your regular donation will help us to reach more people.
- Go to www.brake.org.uk/donate to set up a monthly or annual donation.
- Leave a lasting legacy by leaving a gift in your will to Brake. Go to www.brake.org.uk/gifts-in-wills to find out more.

Get in touch:

To talk more about these ideas or other ways to get involved, get in touch with our fundraising team by emailing us at fundraise@brake.org.uk.





Thank you for taking part.

**We are so grateful for your support.
Together we can make a difference.**

To find out more about Brake's work campaigning to end road death and injury and supporting families affected by road crashes, go to **www.brake.org.uk**



www.brake.org.uk
[@brakecharity](https://www.instagram.com/brakecharity)
fundraise@brake.org.uk



Registered with
**FUNDRAISING
REGULATOR**

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