Vehicle Maintenance and Inspection

A well managed Fleet Maintenance Program is extremely important to reduce operational costs, reduce accidents resulting from equipment defects and to improve public opinion.

For a vehicle to give the most economical service possible, it is essential that the fleet have a realistic preventative maintenance program. This program usually starts with the manufacturer's recommendations concerning necessary maintenance and a completion schedule. This can be modified by actual driving experience and conditions but consideration should be given to the maintenance that must be sustained in order to continue the manufacturer's warranty. The scheduling of preventative maintenance will allow your company to schedule repair work that will not curtail operations. Preventative maintenance is important because it attempts to anticipate problems and promote corrections before they become serious.

Preventative maintenance is the surest way to avoid excessive repair charges, keep equipment in operating condition and increase the life expectancy of the vehicle. A competent maintenance staff, whether it is subcontracted or your own staff, should be included in the program. Priorities and time requirements should be established for initiation and completion of preventative maintenance and repairs. The program should include:

- Regular scheduled safety inspections of all vehicles. This should be completed by the driver and kept on file. A sample inspection checklist is included on the rear of this bulletin.
- Establish priorities and time requirements. This will ensure that repairs are initiated and completed on a routine basis.

- Establish lines of responsibility and authority. To assure completion and proper documentation, you should designate responsible individuals with the authority to monitor completion and documentation of repairs and inspections established by your program.
- Schedule preventative maintenance. Establish an ongoing system of inspecting and completing periodic preventative maintenance based on mileage and/or hours of service for each vehicle. This will help to ensure that tires, brakes, lights, mirrors, and other systems on your vehicles are maintained in a proper operating condition and avoid more costly unscheduled maintenance which results from neglect.
- Maintain records of repairs. All inspection and maintenance work should be accurately documented. Typical records that should be maintained include:
  - Maintenance file folders for each vehicle
  - Vehicle service stickers and inspections
  - Gas and oil expense records
  - Maintenance summary reports
  - Expense receipt records
  - Garage repair orders and work completion records
  - Safety inspection report forms
  - Pre and post trip inspection forms

If preventative maintenance is ignored or postponed, the inevitable results will be crisis maintenance. This is untimely, cost extra labor and could possibly increase damage or bodily injury to others.
# FLEET MAINTENANCE & SAFETY INSPECTION - To be done during scheduled maintenance

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<th>YEAR</th>
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## INTERIOR AND EXTERIOR
1. Seat belts
2. Heater, defroster
3. Warning devices - oil, temperature, etc.
4. Speedometer/tachometer
5. Horn
6. Mirrors and supports
7. Window cracks
8. Fire extinguisher
9. Belts - fan, water pump, timing
10. Radiator and water hoses - condition, leaks
11. Batteries, water terminals, connections
12. Filters - air, fuel
13. Alternator
14. Transmission - automatic fluid level
15. Clutch - adjustment, free play
16. Engine mounts - oil and fuel leaks
17. Exhaust system - leaks, tailpipe, muffler
18. Fuel tanks
19. Brakes - lining, drums, adjustment
20. Hydraulic brake system - leaks
21. Air brake systems - leaks
   - governor adjustment
   - tanks secure, drains operable, drain tanks
22. Parking/emergency brake
23. Wheels - nuts, studs
24. Wheel seals - leaks
25. Tires - tread, inflation
26. Steering gear and mounting
27. Power steering fluid
28. Springs and shocks
29. Drive shaft and "U" joints
30. Clean under carriage
31. Hitch - ball attachment, pentel hook
32. Trailer - electrical connection (lights, brakes, etc.)

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