

Information Bulletin

NUMBER 29

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 MAINTANENCE & SAFETY INSPECTION - To be done during scheduled maintenance													
INSPECTION TO BE COMPLETED EVERY _____ MILES		MILEAGE		MILEAGE		MILEAGE		MILEAGE		MILEAGE		MILEAGE	
YEAR	MAKE	OK	DEF										
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												
ENGINE AND ELECTRIC	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												
BRAKES	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												
CHASSIS	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.)												

MECHANIC'S SIGNATURE(S) DATE(S) OF INSPECTION			
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE