

Vehicle Pre- and Post-Shift Inspections

Line of Business: Automobile Liability

Risk Control Strategy/Key Issues: Establish a pre-shift and post-shift inspection process to minimize potential vehicle defects contributing to a loss incident.

Suggested Program Elements:

- 1. Program Statement:** Assign program responsibilities to one designated accountable person. This individual should be provided with the management resources needed to accomplish the goal as established by your organization. An individual in the transportation/vehicle maintenance department is a likely candidate because of the need to maintain inspection records along with other vehicle maintenance records.

The reason for implementation of the program as well as your organization's Zero Tolerance for non-compliance should be communicated, in writing, to all staff members within the organization. The duties and responsibilities of the designated individual should be outlined in the correspondence as well.

- 2. Program Structure:** Perform daily pre and post trip inspections of all vehicles within the organization. Develop procedures and forms to guide vehicle operators in the inspection process. The process should include the documentation of inspections on commercial vehicles (Over 26,000 pounds, transporting hazardous materials, or transporting over 16 passengers). Assign the responsibility for monitoring record keeping practices. Record keeping practices should include the collection of inspections and the completion of repairs.
- 3. Reporting procedure:** Inspection forms are to be completed by each vehicle operator prior to embarking at the beginning of each day and again upon return at the end of the day. The inspection forms should be turned in to the dispatcher or vehicle maintenance supervisor. All necessary repairs should then be assigned to the mechanic(s). Documentation of the repairs made should then be provided to supervisor, dispatcher, and driver.

Program Activities Calendar:

- Weekly spot audits by supervisors
- Monthly audits for supervisor compliance
- Annual compliance audit

Web Site Links:

- National Safety Council
<http://www.nsc.org>
- National Highway Traffic Safety Administration
<http://www.nhtsa.dot.gov>

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INSPECTION FORM COMPONENTS

1. Brakes
 - Apply brakes to ensure they are firm and the pedal does not travel to the floor
 - Check the condition of the slip resistant tread on the brake pedal
 - Look for signs of brake fluid leakage under the vehicle
2. Tires
 - Visual inspection for uneven or excessive wear
 - No cuts showing cord or steel belts
 - No deformities such as bubbles or side wall bruises
3. Engine
 - Ease of starting
 - Smooth idle and acceleration
 - No unusual valve noise or pinging
 - Look for signs of oil leakage under the engine
4. Transmission
 - Gear indicator position matches selected gear of transmission
 - Securely locks when in park position
 - Smooth shifting - no unusual noise
5. Steering
 - Turns from one extreme position to the other smoothly
 - No more than two inches of play in the wheel
 - Look for signs of steering fluid leakage under the vehicle
6. Exhaust:
 - No leaks, noise or excessive smoke
 - No rusted/rotted system components hanging (falling off) from vehicle
7. Lights:
 - Instrument, interior, direction, four way flashers, tailgate, brake, parking, and headlights functioning
8. Instrument Panel Working:
 - Gauges
 - Speedometer
 - Warning lights functioning properly
9. Air Conditioner, Heater, Defroster
 - Proper operation on all positions with no unusual noise
10. Horn
 - Audible operation

11. Side and Rearview mirrors

- No cracks
- Discoloration
- Mounted securely

12. Window Glass

- Clean with no cracks or breakage
- Open and close properly
- No obstructions or discoloration

13. Windshield Glass

- Clean with no cracks or breakage
- No obstructions or discoloration
- Condition of wiper blades
- Proper operation of wiper system
- Proper operation/fluid level of windshield washer system