

**FLEET MANAGEMENT
POLICY / PROCEDURE**

**SUBJECT: PREVENTIVE MAINTENANCE-DOT INSPECTION
("E" SERVICE)**

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DISTRIBUTION:

Fleet Management

PURPOSE:

To establish department guidelines for the DOT vehicles and rolling stock inspection.

To provide regularly scheduled safety inspections of county owned and maintained vehicles, with a GVW (gross vehicle weight) of 33,000 pounds or more.

To identify safety issues and repair before breakdown or DOT violations occurs.

Mechanical deficiencies are either the direct cause of, or a major contributing factor in, a significant number of motor vehicle accidents each year.

There is little doubt that vehicle inspection and maintenance needs to be an integral part of any motor carrier's overall safety program.

Not only can an efficient and well-run vehicle maintenance program significantly improve a carrier's overall safety, it can help extend the life and usefulness of the company's vehicles, avoid costly breakdowns, and DOT penalties.

A carrier's inspection and maintenance program should have two overall objectives. These are:

- 1) Vehicle maintenance- The objective is to prevent accidents caused by vehicle deficiencies.**
- 2) Vehicle inspection- The objective is to ensure that vehicles are in a safe operating condition while being driven.**

PROCEDURE:

Annual safety inspection guided by federal motor carrier safety regulations under 49 CFR, 396, SEC 3, 9, 11, 17, 19, 21 and 23. This inspection is to be conducted annually by designated mechanic inspectors, qualified under 396.19 inspectors.

A controlled placed sticker will be affixed to the vehicle or rolling stock on the left side, easy visible to inspectors or law enforcement.

Check and replace or repair:

- 1. Suspension: axles, springs, bushings, and U-Bolts.**
- 2. Hubs: check condition of hub for cracks, bearing wear, studs, and bearing caps. Repack or replace bearings and replace seals.**
- 3. Brakes:**
 - (a) Air: check tanks, hoses and lines for leaks, check and set brake actuating arm, check treadle valve, air canisters and air compressor build up time.**
 - (b) Hydraulic: check for any hydraulic leaks, wheel cylinders, master cylinders and linkage to master cylinder.**
- 4. Tires: condition, tread, cracks, inflation, lug nuts and wheels for any damage.**
- 5. Lights: check and/or replace all lights and signals-condition, operation, electrical circuits.**
- 6. Deck: check /replace all boards on deck and side panels.**
- 7. Frame: visually inspect the frame for any cracks, wear marks, bad rusting conditions.**
- 8. Trailer coupler to vehicle: rebuild, repair or replace as needed.**
- 9. Inspect load covers for rips, tears and proper operation of roll up mechanism.**
- 10. Safety chains: check chain and hooks.**

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