Vehicle Inspections Meeting Kit



VEHICLE INSPECTIONS ARE IMPORTANT

A vehicle inspection or circle check is a physical and visual inspection of the vehicle before you use it. Making a report of issues helps to make sure the vehicle is safe to use. Use the vehicle manual or manufacturer’s guide to help customize your inspection. Report all issues to your supervisor or to individuals responsible for vehicle maintenance.

While many accidents are caused by distracted driving and driving under the influence, mechanical issues also lead to accidents. Vehicle inspections and preventative maintenance are effective ways to prevent mechanical issue-related crashes.

WHEN SHOULD A VEHICLE INSPECTION BE DONE?

The inspection should be done before using the vehicle, at least daily, and can be done each time you use the vehicle.

VEHICLE INSPECTION CHECKLIST

- Service brakes, including trailer brake connections
- Parking system (hand brake)
- Emergency stopping system (emergency brake)
- Tires
- Coupling devices
- Steering wheel inside of work truck cab
- Seat belts
- Horn
- Steering mechanism
- Operating controls
- Safety devices (e.g. reverse signal alarm, rollover protective structure (ROPS), etc.)

Additional items:

- Lights
- Reflectors

- Defrosters
- Windshield wipers

SIX REASONS VEHICLE INSPECTIONS BENEFIT THE BOTTOM LINE

Spend less on gas. In case there are issues that increase a vehicle's fuel consumption, your vehicle might be operating at a higher cost. Daily pre-use vehicle checks will help you identify those issues.

Keep insurance costs low. Operating a faulty vehicle is dangerous and can lead to serious injury or fatality. Companies should use daily pre-use safety inspection to keep their drivers from operating faulty vehicles, lower workplace injury incident rate, and avoid higher premiums for workers' compensation and health plans.

Extend the life of your vehicles. Vehicles that are regularly and adequately maintained and verified to be in optimal working condition last longer. Inspections reduce the costs of repairs and replacement, maximizing your vehicles' value and extending their life.

Preventative maintenance. The first significant benefit of preventative maintenance is preventing small problems to grow into bigger (and costlier) ones. Otherwise, vehicles might get damaged to a point beyond repair. Giving your vehicles attention they need will also help decrease their downtime.

Limit liability exposure. Safety laws and regulations require companies to inspect their vehicles before use. Regular inspections will keep the government from penalizing you, but even more important, you will have a document of a pre-use inspection in case of an accident.

Improved customer satisfaction. Excellent customer experience is a huge plus to your company's reputation. Knowing that your vehicles are in good working condition makes them reliable. There will be less breakdowns on the road, and your services will be delivered on time. That will positively affect the customer's experience and satisfaction, helping you build a good reputation, which will bring in more customers.

PRECAUTIONS FOR MAINTAINING VEHICLES FOR EMPLOYEES

- Apply brakes.
- Chock wheels.
- Start engine with brakes on and in neutral gear.
- Prop or support raised parts.
- Use a tyre-cage or other restraining device when inflating tyres on split-rim wheels.
- Remove tyres from wheels before welding, cutting or heating work begins on a wheel or wheel rim. fitted with a tyre, even if the tyre is deflated.
- Beware of the risk of explosion when draining and repairing fuel tanks, and from battery gases. Never drain or fill fuel tanks when the equipment is hot or in a confined space, or over a pit.
- Avoid short-circuiting batteries. Charge batteries should be charged in well-ventilated areas. Suitable personal protective equipment should be

provided and used for handling battery acid.
- Make sure that maintenance staff cannot breathe asbestos dust from brake and clutch lining pads.
- Only allow people who have received the relevant information, instruction and training to do maintenance work.

FINAL INSPECTIONS TIPS FOR EMPLOYEES

- Look for low tire pressure. This could signal that you need air in the tire or a patch depending on the problem.
- Look for any bubbles in your tire. If there is a bubble in your tire this means you have a break in a belt in the tire and it is now compromised. It is recommended that you use your spare or get it replaced immediately before driving the vehicle again because the tire could give way at any time.
- Start the car and listen for any odd noises.
- Make sure there are no objects that you could strike pulling out from where you are parked.
- Pull forward and test the brakes before starting your trip.

FINAL WORD

While the majority of the time you will never experience any of the issues mentioned above, the one time you do it could result in a serious accident. Take mechanical issues seriously and when you find one during an inspection get it fixed by a professional to ensure the vehicle is safe to operate.