

LOSS CONTROL DATA GUIDE

Vehicle Maintenance And Inspection

The best way to avoid needless repair expenses, and prevent vehicle failures which cause customer complaints, vehicle down-time, and vehicle accidents, is to develop and implement a Preventive Maintenance and Inspection Program for all company vehicles.

Essential Program elements include the following:

Scheduled maintenance and inspection of vehicles—Complete vehicle maintenance and inspection based on mileage or time in service. Items which should be inspected and maintained on a regular basis include:

- Brake systems
- Steering and suspension systems
- Oil and lubrication systems
- Electrical systems
- Coolant systems
- Exhaust systems
- Tires and wheels

Program of part replacement—Replace critical parts before in-service failure occurs. Examples of such parts include:

- Brake shoes and pads
- Steering control arms

- Springs, shock absorbers and struts
- Belts and hoses
- Tires
- Windshield wiper blades

Pre and post-trip vehicle inspections by driver—Identify and facilitate the correction of vehicle defects before they become more serious, or result in a vehicle breakdown or accident. Items which should be included on the inspection form include:

- Brakes
- System gauges, warning lights and buzzers
- Horn
- Windshield wipers and washer
- Heater/defroster
- Mirrors
- Headlights, taillights, stoplights, clearance and identification lights
- Turn signs and 4-way flashers
- Emergency equipment—fire extinguisher, breakdown flares and reflectors, spare bulbs and fuses, first aid kit, tire chains
- Tires and wheels
- Underride protection
- Cargo tie-downs and cargo securing devices

- Mechanical operation—engine, clutch, transmission, axles, steering, brakes

Vehicle Maintenance and inspection records

—Document all vehicle maintenance, inspection and repair activities. Individual files should be maintained for each vehicle. Records should include:

- Date of purchase
- Date and mileage of all preventive maintenance inspections

- Date and mileage of all repairs
- A record of each breakdown/accident
- Most current defect/condition report

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