



Liability & Property Pool Workers' Compensation Fund

RISK CONTROL SOLUTIONS

A Service of the Michigan Municipal League Liability and Property Pool and
the Michigan Municipal League Workers' Compensation Fund

REDUCING THE RISK OF MOTOR VEHICLE OPERATIONS Motor Vehicle Inspection and Maintenance

OVERVIEW

To protect the safety of employees and extend the life of the fleet, inspections and maintenance should be an important part of any organization's Motor Vehicle Operations Program.

Conscientious inspections and maintenance have many benefits. They include:

- ◆ **Increased Productivity:**

Regular inspections and preventive maintenance minimize lost work time because of vehicle breakdowns. They are also less disruptive than emergency repairs because they can uncover minor problems before they lead to major repairs.

- ◆ **Reduction in Accidents:**

Brake, steering or other component failure can contribute to accidents.

- ◆ **Good Public Relations:**

Clean, well-kept vehicles project a professional and safety conscious image and can contribute to good public relations. In addition, drivers take pride in a well-maintained vehicle. They are also more likely to drive safely if the vehicle is clean and mechanically sound.



PREVENTIVE MAINTENANCE PROGRAM

Development of an adequate and efficient maintenance program requires the following:

- ◆ Required maintenance at the intervals the manufacturer specifies to maintain the warranty.
- ◆ An evaluation of factors such as speed, routes, and traffic conditions when establishing maintenance requirements.
- ◆ An evaluation of the fleet's composition. The more vehicles of a specific type available, the easier it is to schedule maintenance without altering workloads and services. **Special consideration should also be given to the proper maintenance of certain types of vehicles such as 15-passenger vans which may be prone to greater risk of rollover when involved in accidents. Proper tire inflation, maintenance, and replacement schedules for such equipment are important factors that should be addressed in the organization's vehicle maintenance program in order to limit such risk.**

The more standardized the fleet, the easier it is to track manufacturers' requirements, to order components, and to obtain information regarding recalls or other matters relating to safe operation.

MANAGEMENT RESPONSIBILITY

Management should:

- ◆ Support the maintenance program, making sure that it is established and well supervised. This includes controlling the maintenance-operations schedule so that it provides safe equipment for operational needs.
- ◆ Provide equipment, tools and adequate shop facilities necessary for the program to work.

- ♦ Make sure that maintenance personnel receive training that upgrades their knowledge and job skills through company meetings, retraining sessions, special and manufacturers' schools.
- ♦ Establish an incentive and award program to encourage employee participation and compliance.

DRIVER'S RESPONSIBILITY

Drivers should be responsible for the condition and safe operation of their assigned vehicles. They should check their vehicles for possible defects and report them according to company policy.

MAINTENANCE RECORDS

Forms serve a three-fold purpose: They:

1. Provide a record of vehicle maintenance needs. The records assist in evaluating the efficiency of the maintenance system.
2. Provide a schedule of work to needing completion.
3. Provide a record of completed maintenance and its cost.

The five forms that are basic to any vehicle-maintenance program are:

1. **Vehicle Inspection Report:** Lists the different vehicle parts that drivers can inspect for defects. It also serves as a written communication between the driver and the shop for correction of defects. See sample below.
2. **Lubrication chart:** Indicates what lubricants to use, what parts of the vehicle require lubrication and at what intervals.
3. **Service and inspection report:** Documents what components need repair and when personnel completed the work.
4. **Delivery ticket:** Records each vehicle's use of the following: fuel, engine oil, gear lubricant and grease.
5. **Vehicle history folder:** Provides a complete up-to-date history of maintenance, parts and labor costs.

Many of the major oil companies and vehicle manufacturers have useful preventive maintenance literature and forms available on request.

State Requirements

Members whose traffic laws and ordinances conform to the Uniform Vehicle Code have provisions for the inspection of motor vehicles and components. The Uniform Vehicle Code recommends that fleet operators use the American Standard Code D7 of ANSI on Inspection Requirements for Motor Vehicles as a basis for meeting minimum inspection requirements.

This is one of four **PERCS** that address Motor Vehicle Operations. Other titles are:

Reducing Your Risk of Motor Vehicle Operations: A Management Brief
Developing a Motor Vehicle Operations Policy, and
Hiring and Training to Reduce Losses.

For more information, contact MML Risk Management Services or the League's Loss Control Services.



Important Telephone Numbers

MML Risk Management Services	734/662-3246 or 800-653-2483
Loss Control Services	800 482-0626

Note: This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. Public agencies are encouraged to review their procedures with an expert or a competent attorney who is knowledgeable about the topic.

VEHICLE INSPECTION FORM

VEHICLE NUMBER _____ DATE INSPECTED _____ TIME INSPECTED _____
VEHICLE YEAR/MAKE/MODEL _____
DEPARTMENT _____
DRIVER'S SIGNATURE: _____

TIRES TIRE TREAD DEPTH ADEQUATE FOR SAFETY
 INFLATION PRESSURE ADEQUATE AND EQUAL X FOUR
 NO CRACKS, CUTS OR OTHER DAMAGE EVIDENT

WHEELS NO RIM DAMAGE
 TIGHTEN AND INSPECT LUG NUTS
 SECURE OR REMOVE HUB CAPS

ENGINE COMPARTMENT OIL LEVEL ADEQUATE
 COOLANT LEVEL ADEQUATE (CAUTION IF ENGINE HOT)
 BRAKE FLUID LEVEL ADEQUATE
 BATTERY CONDITION ACCEPTABLE
 POWER STEERING FLUID LEVEL ADEQUATE
 ALL BELTS TIGHT AND UNDAMAGED

VEHICLE INTERIOR BRAKE SYSTEM OPERATION
 STEERING SYSTEM OPERATION
 RESTRAINT SYSTEMS OPERATION
 OCCUPANT HAZARDS (SHARP/PROTRUDING OBJECTS)
 LOOSE OBJECTS SECURED OR REMOVED

TRUNK SPARE TIRE AND JACK SECURED OR REMOVED
 UNSECURED ITEMS REMOVED

**LIGHTING/WARNING
EQUIPMENT** EMERGENCY LIGHTS (OVERHEADS AND/OR WIGWAGS)
 HEADLIGHTS
 TAIL LIGHTS AND BRAKE LIGHTS
 DIRECTIONAL SIGNALS
 SPOTLIGHTS
 HORN
 SIREN (OR SIMULATOR)

FUEL LEVEL TOPPED OFF

BODY DAMAGE NOTED _____

MAINTENANCE COMMENTS/NOTES _____

