

# Michigan Municipal Workers' Compensation Fund Safety and Health Resource Manual

---

## Managing 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 as a result 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 and are 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.
- The more standardized the fleet, the easier it is to track manufacturer's requirements, to order components, and to obtain information regarding recalls or other issues 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 municipal 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 municipal policy.

# Michigan Municipal Workers' Compensation Fund

## Safety and Health Resource Manual

---

### 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 be done.
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:** The 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:** A record of each vehicle's consumption of 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

States 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 the American Standard Code D7 of ANSI on Inspection Requirements for Motor Vehicles be used as a basis for meeting minimum inspection requirements.

# Michigan Municipal Workers' Compensation Fund Safety and Health Resource Manual

## 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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_