



RISK CONTROL SOLUTIONS

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

VEHICLE OPERATIONS – REDUCING THE RISK

INSPECTIONS AND MAINTENANCE

OVERVIEW

Inspections and maintenance are essential to any organization's motor vehicle operations program in order to both protect employees' safety and extend the fleet's life.

Inspections and maintenance have many benefits including:

- **Increased Productivity:**
Regular inspections and preventive maintenance minimize lost work time due to vehicle breakdowns. They are also less disruptive than emergency repairs because they can uncover minor problems before they lead to significant repairs.
- **Reduction in Accidents:**
Brake, steering, or other component failures 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.

PREVENTIVE MAINTENANCE PROGRAM

An adequate and efficient maintenance program includes the following:

- Required maintenance at the intervals the manufacturer specifies to maintain the warranty.
- The more standardized the fleet, the easier it is to track manufacturer's requirements, order components, and obtain information regarding recalls or other matters relating to safe operation.

MANAGEMENT RESPONSIBILITY

Management should:

- Support the maintenance program, ensuring it is established and well-supervised. This includes controlling the maintenance-operations schedule to provide safe equipment for operational needs.

- Provide equipment, tools, and adequate shop facilities for the program.
- Ensure personnel receive training to upgrade their knowledge and job skills through company meetings, retraining sessions, and special and manufacturers' schools.
- Establish an incentive and award program to encourage employee participation and compliance.

DRIVER RESPONSIBILITY

Drivers should be responsible for their assigned vehicles' condition and safe operation. Drivers should check their vehicle for possible defects each time they drive, and report any defects according to company policy.

MAINTENANCE RECORDS

Maintenance forms serve a three-fold purpose:

- 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: Lists the different vehicle parts that drivers can inspect for defects and serves as a written communication between the driver and the shop to correct deficiencies. See the 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 fuel consumption, engine oil, gear lubricant, and grease.
- 5) Vehicle history folder: Provides a complete, up-to-date history of maintenance, parts, and labor costs.

Many 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 inspecting motor vehicles and components. You may also review the ANSI/ASSP Z15.1-2017 Safe Practices for Motor Vehicle Operations for additional information on fleet management.


This Risk Control Solution is one of a 4-part series that addresses ways to reduce the risks of municipal vehicle operations. The entire set consists of:

Vehicle Operations – Reducing the Risks

- *Vehicle Operations – A Management Brief*
- *Vehicle Operations – Developing a Vehicle Operations Policy*
- *Vehicle Operations – Hiring and Training*
- *Vehicle Operations – Vehicle Inspections & Maintenance*

This series is available online at: <https://mml.org/programs-services/risk-management/risk-management-resources/risk-control-solutions/>

***Contact MML Risk Management Services Staff/
or your Loss Control Consultant for more information.***

	Important Phone 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 only identifies some of the issues surrounding this topic.
Public agencies are encouraged to review their procedures with an expert
or a competent attorney who is knowledgeable about the subject.***

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 HUBCAPS

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 ARE TIGHT AND UNDAMAGED

VEHICLE INTERIOR

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

THE TRUNK

- SPARE TIRE AND JACK SECURED OR REMOVED
- UNSECURED ITEMS REMOVED

LIGHTING/WARNING EQUIPMENT

- EMERGENCY LIGHTS (OVERHEADS AND WIGWAGS)
- HEADLIGHTS
- TAIL LIGHTS AND BRAKE LIGHTS
- DIRECTIONAL SIGNALS
- SPOTLIGHTS
- HORN
- SIREN (OR SIMULATOR)

FUEL LEVEL TOPPED OFF

BODY DAMAGE NOTED _____

MAINTENANCE COMMENTS/NOTES _____