

# PREVENTIVE MAINTENANCE PROGRAM GUIDE & TOOLKIT: COMMERCIAL FLEETS

---



# TABLE OF CONTENTS

---

03.  
INTRODUCTION

04.  
ASSEMBLING YOUR TEAM

05.  
GOALS AND OBJECTIVES

06.  
PREVENTIVE MAINTENANCE PLAN BASICS

08.  
ROLES AND RESPONSIBILITIES

10.  
VEHICLE INSPECTIONS

12.  
MAINTENANCE AND REPAIRS

14.  
RECORDKEEPING

16.  
THE ONGOING IMPORTANCE OF PREVENTIVE MAINTENANCE PROGRAMS

17.  
SUPPLEMENTAL DOCUMENTS



# INTRODUCTION

In order for a commercial fleet to remain financially viable in the long run, business owners should consider utilizing a preventive maintenance program. Preventive maintenance programs establish regular maintenance practices to help prevent costly vehicle breakdowns, while ensuring fleet reliability and passenger safety.

Starting a preventive maintenance program can be a difficult and involved process. However, an effective preventive maintenance program will lower the average costs of repairs over time and keep vehicles on the road.

This guide is meant to provide general information regarding preventive maintenance programs—what they are used for, their benefits and general best practices. It should be noted that the Federal Motor Carrier Safety Administration (FMCSA) has specific maintenance and inspection requirements, and you may also be subject to state or local regulations as well.

This guide is not designed to provide thorough compliance information. As such, organizations should review any applicable legislation. Businesses may also have to amend the documents at the end of this toolkit in order to meet local, state or federal standards.

For more details regarding the information contained in this guide, contact SCS Agency Inc today.



# ASSEMBLING YOUR TEAM

Before you begin the process of creating your preventive maintenance program, you will need to have the right people assembled. These stakeholders will serve as advisors to ensure that all elements of preventive maintenance are included in your organization's program. Typically, these teams include the following:

- Management
- Maintenance managers
- Maintenance technicians
- Driver representatives
- Any other staff members who understand the way your fleet operates

You may not need input from each of these groups at every step of the process, but it's important to have them on board and kept up to date so you can get important feedback as you go.

Once your organization has implemented its preventive maintenance program, these individuals can report back on the successes and failures of the program. This input will allow your organization to make changes to the program to ensure its efficiency.

# GOAL AND OBJECTIVES

It is important for organizations to set clear goals for their preventive maintenance programs. Doing so can help identify the benefits of a preventive maintenance program outright, providing some much-needed motivation.

A strong preventive maintenance program can help businesses do the following:

- 1) Maintain vehicles to ensure the safety of passengers, operators and the general public.
- 2) Manage maintenance and repair activities to minimize service interruptions due to vehicle or equipment failures.
- 3) Maintain vehicles and equipment to promote cost-efficient operations.
- 4) Reduce vehicle downtime.
- 5) Conduct vehicle operations, repairs and cleaning in compliance with applicable local, state and federal transportation regulations.

Most preventive maintenance programs are multifaceted and include elements related to pre-trip inspections, service routines, vehicle cleanings, vehicle repairs and documentation. At a minimum, preventive maintenance programs should provide the tools and structure necessary for organizations and their employees to complete the following objectives:

- ✓ Conduct regular pre-trip inspections to identify vehicle and equipment problems before they balloon into bigger issues.
- ✓ Keep vehicles in good working condition by performing preventive maintenance on a regular basis.
- ✓ Address any issues found during preventive maintenance checks in a timely fashion and in accordance with basic repair best practices.
- ✓ Clean the interior and exterior of your vehicles on a regular basis.
- ✓ Utilize third-party mechanics as needed to perform specialized services and to supplement maintenance efforts.
- ✓ Schedule preventive maintenance in such a way that you are maximizing fleet availability during service peaks.
- ✓ Analyze repair and tow data to identify trouble-prone components or systems.
- ✓ Analyze fleet fuel usage and repair data.
- ✓ Manage staff time, service vendors, and parts and supplies costs to save your business money.

# PREVENTIVE MAINTENANCE PLAN BASICS

Preventive maintenance programs can vary from business to business. However, standard preventive maintenance programs contain the following basic elements:

- 1) **A mission statement.** A mission statement is meant to establish guiding principles for vehicle maintenance. It should lay out how maintenance ties to the services you provide and define the benefits of a preventive maintenance program. Mission statements should clearly set out the goals and objectives of the preventive maintenance program as well as define key roles and responsibilities.
- 2) **Vehicle inventory.** A good preventive maintenance program should include an inventory that accounts for all vehicles affected by your maintenance plan. The inventory should catalogue the following details about each vehicle in the fleet, when available:
  - The year, make and model
  - The vehicle code
  - The vehicle identification number (VIN)
  - Agency vehicle number
  - The type of fuel the vehicle uses
  - The condition and age of the vehicle
  - An estimate of how many years of service the vehicle has left
  - A replacement cost estimate
- 3) **Procedures for conducting vehicle inspections.** Pre-trip, mechanic and similar inspections make up the bulk of preventive maintenance programs. Inspections are used to identify vehicle issues in a timely manner and help businesses streamline the maintenance process.
- 4) **A tracking system.** Each type of vehicle in your fleet should have its own preventive maintenance schedule and inspection sheets. From there, your organization should maintain a recordkeeping system that identifies, tracks and reports maintenance, repairs and preservation activities. Specifically, tracking systems should, at a minimum, account for the following per vehicle:
  - *Preservation activities.* Your tracking system should account for any preventive maintenance that you complete. These activities can include oil changes, tire rotations and joint replacements.

# PREVENTIVE MAINTENANCE PLAN BASICS

- *Repairs.* It is a good idea to include work orders in your tracking system that detail specific improvements you make to your fleet. These work orders should record when the work was done, what type of repairs were completed and when more follow-up work will be needed.
- *Preventive maintenance and repair costs.* A good best practice for your tracking system is to review the costs of parts and materials used for preventive maintenance and repair activities. The bulk of your repair and maintenance costs will relate to labor, fuel, vehicle fluids, outsourced repairs and warranty recovery.

**5) Methods for monitoring third-party mechanics and vendors.** Some organizations utilize a service contractor to maintain the vehicles in their fleet. When doing so, it's critical that the preventive maintenance plan includes methods for ensuring that all activities are performed and completed in accordance with organizational standards. This can be accomplished by doing the following:

- Reviewing any and all documentation related to the third party's work periodically.
- Inspecting the vehicles being maintained by the third party on a regular basis.

**6) A cost model.** A cost model may be used to analyze the differences in life cycle costs of different vehicles within your agency. It can also be used to identify problem vehicles that may need expedited replacement. Cost models can be as specific or as general as you want them to be and typically account for the following:

- Initial vehicle costs
- Inflation rates
- Inspection and general maintenance costs
- Engine, transmission, brake and tire repair

It's important for organizations to be aware of ways of simplifying the preventive maintenance process. Many third parties provide software and other solutions that make it easier to track performed maintenance, inspections and expenses. In certain instances, these resources can also decrease upkeep costs.

After you have accounted for the basic needs of your preventive maintenance program, it's critical that you address the key points of your program. The majority of your preventive maintenance program will include things like vehicle inspections, maintenance, recordkeeping and training.

# ROLES AND RESPONSIBILITIES

Depending on an organization's size and resources, the individuals responsible for certain aspects of a preventive maintenance program may vary. In general, it's best to assign responsibilities as follows:

- **Managers:** As part of their responsibilities, managers will ensure that all drivers in your organization are properly trained and deemed qualified to perform preventive maintenance procedures. Managers will also be responsible for ensuring that drivers are correctly documenting their inspections.
- **Drivers:** Drivers must be certified according to applicable laws and regulations. In addition, drivers must know basic operating best practices, including how to properly start, shift and brake. Doing so will extend the lifespan of vehicles in your fleet. Drivers are responsible for completing assigned maintenance checks (performing inspections and other tasks as assigned by management), and no vehicle should be sent into service low on oil, antifreeze, automatic transmission or power steering fluid. Drivers should be alert for unusual noises, bad tires, noisy or poor brakes, and clutch adjustments.
- **Mechanics:** Choosing to use either an in-house or third-party mechanic to perform the maintenance laid out in your preventive maintenance program will be determined based on availability of staff, parts inventory, equipment and facilities. Regardless of whether you contract out maintenance, managers bear the responsibility of verifying and documenting the work performed. In the event that your organization has a maintenance team on staff, team members should be provided with the fleet roster and a copy of applicable maintenance manuals. You should identify a qualified team member to oversee and train in-house mechanics.

Your official preventive maintenance program should be kept on-site, and staff members must be given copies for reference.

## TRAINING

Your drivers are your first line of defense when it comes to identifying issues in your vehicles. As such, they should know what to look for during their pre-trip inspections and vehicle usage.

As vehicles become increasingly complex and rely more on computerized controls, proper driver training is essential. At a minimum, fleet managers should train drivers on the following:

- 1) How to use and complete pre-trip inspections
- 2) What vehicle components—such as oil levels and tire pressure—to keep an eye on during trips



# ROLES AND RESPONSIBILITIES

- 3) Common component failures and how to spot them
- 4) Maintenance requests and other important documentation processes

It is recommended that drivers and in-house mechanics take advantage of any training offered by vehicle manufacturers and component suppliers.



# VEHICLE INSPECTIONS

Vehicle inspections are the heart and soul of your preventive maintenance program. They are especially vital when it comes to the early detection and remedy of component failures—failures that can be incredibly time-consuming and costly for your organization to fix.

In most cases, no one knows the vehicles in your fleet better than your drivers. As such, they are the ones who are often responsible for performing various inspections and the general upkeep of their assigned vehicles.

## **PRE-TRIP INSPECTIONS**

Pre-trip inspections should be done prior to every job and include a check of all basic vehicle features. While the specific components of the inspection can vary, they generally include, but are not limited to, reviews of the following:

- 1) Washer fluid levels
- 2) External engine components
- 3) Parking brakes
- 4) Seat belts
- 5) Mirrors and windshield wipers
- 6) Lights
- 7) Vehicle chassis
- 8) Tires
- 9) The horn
- 10) Defroster

## **MECHANIC INSPECTIONS**

While your drivers can provide a general overview of what needs to be done on specific vehicles, pre-trip inspections are not exhaustive enough to account for larger repairs. That's where mechanic inspections can come in handy.



# VEHICLE INSPECTIONS

Performed at regular intervals, mechanic inspections are a deep dive into the health of your vehicles. These inspections typically examine things like wiring, drive belts, fluid levels, shocks, joints and other components that are typically overlooked during pre-trip inspections.

## **COMMERCIAL VEHICLE INSPECTIONS**

In some cases, specific legislation requires fleet managers to conduct a formal commercial vehicle inspection. Failing to do so can result in significant fines and penalties.

These inspections are typically done by approved mechanics and examine components relevant to local or federal standards. In the event that any issues are found, fleet managers will need to fix them immediately.

Please review federal and state legislation to ensure that you are meeting all applicable inspection requirements.

# MAINTENANCE AND REPAIRS

Regular inspections are useless if repairs aren't made as issues arise. Regular maintenance will keep the vehicles in your fleet running in top shape, ensuring their longevity. Preventive maintenance programs should account for various kinds of maintenance, and fleet managers must stay on top of maintenance and repair schedules.

## DAY-TO-DAY MAINTENANCE

Day-to-day maintenance accounts for any repairs or adjustments you make following pre-trip inspections. General best practices for day-to-day maintenance include the following:

- 1) Record all maintenance requests that come about from pre-trip inspections. Drivers are to make requests for repairs of defects and general maintenance to a mechanic, as required. In some cases, drivers may be able to make repairs on their own while on the road.
- 2) Complete any submitted service requests within a reasonable time, as determined by a certified mechanic.
- 3) Retain a copy of all maintenance requests.

Maintenance requests that come about as a result of pre-trip inspections aren't typically significant. However, minor repairs, if left unattended, can become expensive over time.

It's in your best interest to keep up with pre-trip inspections and day-to-day maintenance. As such, be sure to reiterate the importance of upkeep to your drivers, as they will typically be the ones responsible for everyday vehicle care.

## PREVENTIVE MAINTENANCE SERVICES

Preventive maintenance is any maintenance performed as a result of pre-trip, mechanic or formal commercial vehicle inspections. It can include something as simple as oil changes as well as more complex repairs.

It's a good idea to create a list of anticipated maintenance. You can adapt this list into a maintenance schedule that includes things like air filter, spark plug and drive belt replacements. The mileage intervals at which you perform these maintenance tasks can vary, but should be the same for every vehicle within your fleet.

When it comes to servicing vehicles and individual parts, manufacturer-provided manuals are invaluable resources. These manuals often contain suggested preventive maintenance strategies as well as recommendations related to service intervals. These guidelines should be accounted for in your preventive maintenance program.



# MAINTENANCE AND REPAIRS

## **WARRANTIES**

Vehicles in your fleet will often come with a variety of warranties for the chassis or other major components. Knowing the stipulations and length of these kinds of warranties can make all the difference when it comes time to foot the bill for repairs. In fact, some warranties may cover the entire cost of a repair.

Warranties can take many forms, but generally have limits based on mileage and time. These warranties will often exclude “consumable” items, like brake pads, batteries and tires.

In addition, warranties may require you to operate and maintain the vehicles in your fleet in accordance with the manufacturer’s or supplier’s recommendations. If you fail to do so, your warranties may be invalid.

Your preventive maintenance program should include methods for tracking all warranties and their expiration dates for each of your vehicles. Maintaining an organized filing system is key.

# RECORDKEEPING

Maintaining an up-to-date and accurate recordkeeping system is a key to a successful preventive maintenance program. In fact, strong records will enable your organization to optimize your preventive maintenance program by providing the following:

- 1) A database that your organization can use to establish the proper intervals for routine maintenance and service.
- 2) Data on repeat component failures and replacement intervals.
- 3) A system that provides an early warning of potential problems. For example, maintenance records can show that a vehicle in your fleet is consuming more oil than usual. You can then use that data to address the issue before it becomes a costly repair.
- 4) Documentation you can leverage during warranty or other disputes.
- 5) General data on how each of the drivers in your fleet impact their respective vehicles. You can then find personnel-related patterns and address them in individual training or general safety meetings.

Depending on the size and complexity of your business, the type of records maintained may differ from fleet to fleet. At a minimum, it's critical that you keep the following items for each vehicle on file:

- Vehicle warranties
- Manufacturer's serial number, vehicle unit number or other identifying mark
- Vehicle make and model
- Vehicle year

Additionally, a good recordkeeping program will track scheduled maintenance inspections, repairs and lubrications. When documenting these processes, it's important to note the nature of the inspection, the date of the inspection and the odometer reading of the vehicle.

As part of your preventive maintenance program, organizations should also maintain the following when applicable:

- Copies of annual or semiannual safety inspections
- Recent trip inspection forms

# RECORDKEEPING

- Any recall notices from the vehicle manufacturer

When working with a third party for maintenance, good documentation can help minimize disputes. Management should review any repair bills to ensure the right maintenance is being performed at agreed costs.

## RECORD RETENTION

In some cases, local or federal legislation may require that organizations retain documents for a set length of time. As such, it is critical that you review any relevant legislation related to maintenance, safety or fleet operation.

While the type of documents you maintain may differ depending on your operations, the following chart\* outlines some general best practices in terms of retention:

Record Type	Suggested Retention Time
List of all vehicles under your control for 30 or more days.	Indefinitely
Maintenance records, including simple fixes and preventive maintenance to major repairs	At least 12 months. Records on vehicles that are leased or sold should be kept for either the remaining time left on the 12-month retention period, or for 6 months after the vehicle leaves your control (whichever occurs first).
Annual repair and maintenance inspections	14 months
Roadside inspection reports	Drivers must turn roadside inspection forms into their carriers within 24 hours. Then, one copy should be sent to the state, and one copy should be kept by the carrier for 12 months.
Driver's daily vehicle inspection report	3 months
Evidence of annual inspector credentials	1 year after the employee stops performing inspections

\*Please note that this chart recommends retention time based on FMCSA regulations. Depending on the area you operate in, you may be required to retain different documents for longer or shorter lengths of time. Please review your applicable legislation, and review the FMCSA's full standards on record retention on [the agency's website](#).



# RECORDKEEPING

## **RECORDKEEPING REQUIREMENTS**

As previously stated, the FMCSA has specific requirements related to safety inspections and vehicle maintenance. Prior to implementing a preventive maintenance program, you will need to research which regulations apply to your business. If your fleet operates across multiple states or countries, there may be additional steps you need to take in order to remain compliant.



# THE ONGOING IMPORTANCE OF PREVENTIVE MAINTENANCE

Without preventive maintenance programs, it's hard to imagine a prosperous commercial fleet. Preventive maintenance programs lay the foundation for success, ensuring that your vehicles—the heart and soul of your business—perform at their best and for as long as possible.

However, preventive maintenance programs themselves need upkeep if they are to meet your organization's requirements. These programs must be reviewed and adjusted on a regular basis in order for businesses to remain effective. Moreover, administrators of preventive maintenance programs should seek input from stakeholders in order to discover what is, and what is not, working.

As your business continually updates and improves its preventive maintenance program, consider looking to third-party vendors for help. A variety of products and software can help simplify the preventive maintenance process by digitizing records and integrating with tracking applications.

Preventive maintenance involves more than routine services. It is a system tailored to your organization's needs that accounts for daily inspections, allows you to give prompt attention to minor repairs, helps track and leverage warranties, and maximizes the reliability of all of your vehicles.

The information and supplementary tools included in this document can help you jump-start your preventive maintenance program, putting the keys to a long-lasting business back in your hand.

# SUPPLEMENTAL DOCUMENTS

---

PREVENTIVE MAINTENANCE POLICY

PREVENTIVE MAINTENANCE RECORDKEEPING POLICY

PRE-TRIP INSPECTION CHECKLIST

MECHANIC INSPECTION CHECKLIST

# PREVENTIVE MAINTENANCE POLICY

Location:  
Effective Date:  
Revision Number:

## OUR PREVENTIVE MAINTENANCE COMMITMENT

In order to preserve the safety and longevity of our fleet, is committed to the ongoing maintenance of all company-owned vehicles. All vehicles registered to must meet the standards set in our preventive maintenance program, policies and procedures. All employees must adhere to the guidelines provided by this policy at all times.

## GOALS AND OBJECTIVES

The following are the four primary objectives of the preventive maintenance program:

1. Maintain vehicles to ensure the safety of passengers, operators and the general public.
2. Manage preventive maintenance and repair activities to minimize service interruptions due to vehicle or equipment failures.
3. Maintain vehicles and equipment to promote the cost-efficiency of our operations.
4. Conduct vehicle operations, repairs and cleaning in compliance with applicable local, state and federal transportation regulations.

## PROGRAM ELEMENTS

's preventive maintenance program encompasses the following elements:

- **Pre-trip inspections:** Each vehicle will be inspected at the start of each shift by a trained driver. A walk-around will be performed with a vehicle pre-trip inspection checklist. All irregularities must be documented and reported.
- **Vehicle repairs:** The need for a vehicle repair may be discovered during a pre-trip inspection, preventive maintenance inspection or on the road. Vehicle repairs may be performed by in-house staff or by third-party mechanics based on the repairs needed.
- **Routine maintenance:** Scheduled maintenance and repairs will be utilized to maximize the lifespan of vehicles.
- **Vehicle records:** All vehicle maintenance and repair activity will be documented. Vehicle data will be organized for summary and analysis.

Through our commitment to maintenance and safety, no person is permitted to operate a commercial vehicle if the vehicle or any its components is in a condition that poses a danger. Remember, it is illegal to operate a vehicle that is in violation of local, state or federal standards.

## ROLES AND RESPONSIBILITIES

- A. **Management:** As part of his or her responsibilities, [Name] will ensure that all drivers are properly trained and deemed qualified to perform preventive maintenance procedures. [Name] will also be responsible for ensuring that drivers are correctly documenting their inspections. Employees who have questions regarding the preventive maintenance program will be able to ask [Name] questions.

---

Prepared by SCS Agency Inc

This policy is a guideline only. It is not meant to be exhaustive or construed as legal advice. Consult your legal counsel to address possible compliance requirements. You should customize a policy for your own company use. © 2017 Zywave, Inc. All rights reserved.

- B. **Drivers:** Drivers must be certified according to applicable laws and regulations. In addition, drivers must know basic operating best practices. Doing so will extend the lifespan of vehicles in 's fleet. Drivers are responsible for completing assigned maintenance checks (performing inspections and other tasks as assigned by management). No vehicle should be sent into service if it poses a danger or is at risk of mechanical failure. Drivers should be alert for unusual noises or deteriorating parts. Important things to look for include, but are not limited to, bad tires, noisy or poor brakes, and clutch adjustments.
- C. **Mechanics:** Choosing to use either an in-house or third-party mechanic to perform the maintenance laid out in the preventive maintenance program will be determined by . will base this decision on staff, parts inventory, equipment and facilities. Regardless of whether contracts out maintenance, our managers bear the responsibility of verifying and documenting the work performed. In-house mechanics will be provided access to 's fleet roster and a copy of applicable maintenance manuals. In-house mechanics will be overseen by [Name], and will be instructed to address needs identified through preventive maintenance checks.

's preventive maintenance program will be kept on-site, and staff members will be given copies for reference. The following individual is responsible for maintaining and implementing 's preventive maintenance program:

<i>Name:</i>	<i>Title:</i>
<i>Phone:</i>	<i>Email:</i>

I have read and understand this policy. I understand the requirements and expectations of me as an employee. I agree to adhere to all provisions and procedures outlined in this policy, and I understand that failure to do so will result in discipline up to and including termination.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PREVENTIVE MAINTENANCE RECORDKEEPING POLICY

Location:  
Effective Date:  
Revision Number:

## Our Preventive Maintenance Commitment

In order to preserve the safety and longevity of our fleet, is committed to the ongoing maintenance of all company-owned vehicles. All vehicles registered to must comply with our preventive maintenance program, policies and procedures.

## Vehicle Files

will keep and preserve vehicle files to ensure vehicles are adequately maintained and in good condition. It is the policy of that the following information will be kept for each commercial vehicle registered to the company:

- 1. Vehicle identification details, including the following:**
  - a. Unit number, manufacturer's serial number or other identifying marks
  - b. Make and model of the vehicle
  - c. Vehicle year
- 2. Inspection records, including the following:**
  - a. The nature of the inspection
  - b. Details regarding the work performed
  - c. The date of the inspection or when work took place and the odometer reading on the vehicle at that time
- 3. Defect notices and details regarding any corrective work done**
- 4. Trip inspection reports**

shall maintain the above items on company premises, unless otherwise authorized. We will ensure that such records are accurate and legible. [Name] will be in charge of overseeing all recordkeeping processes.

## Record Retention

will retain all trip inspection reports up to [insert time interval] after they were initially created. Other records identified above will be retained for [insert time interval]. When retiring or disposing of a vehicle, records must be kept at least [insert time interval] after the last day of service.

Hardcopy and electronic versions of vehicle records will be kept by .

Name:	Title:
Email:	

---

Prepared by SCS Agency Inc

This policy is a guideline only. It is not meant to be exhaustive or construed as legal advice. Consult your legal counsel to address possible compliance requirements. You should customize a policy for your own company use. © 2017 Zywave, Inc. All rights reserved.

# PRE-TRIP INSPECTION | CHECKLIST

## PRE-TRIP INSPECTION CHECKLIST COMPLETED BY:

Name:	Title:
-------	--------

## INSPECTION INFORMATION:

Today's Date:	Vehicle Year:
Make:	Model:

## INSPECTION CHECKLIST:

Item	Item is in Good Condition	Notes
<b>UNDER THE HOOD INSPECTION</b>		
Washer fluid levels <i>(Common issues include a missing fluid container or inadequate fluid)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Oil levels <i>(Common issues include inadequate fluid)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Engine components (visual inspection) <i>(Common issues include missing caps or cracked components)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

INTERIOR INSPECTION			
Parking, electric, hydraulic and/or air brake systems <i>(Common issues include audible air leaks or slow air pressure buildup)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Seat belts <i>(Common issues include loose or broken fasteners)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Heater and defroster <i>(Common issues include broken HVAC systems)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Mirrors <i>(Common issues include cracked or missing glass)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Windshield wipers and washer fluid <i>(Common issues non-functioning wipers or low fluid levels)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Steering and suspension <i>(Common issues include an air suspension leak or broken springs)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Cargo securement and dangerous goods <i>(Common issues include improper loading or spillage)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Driver controls and driver seat <i>(Common issues include broken pedals, clutches or gauges)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Horn <i>(Common issues include a non-functioning horn)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Insurance documents <i>(Common issues include missing or improper forms)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Interior cleanliness <i>(Common issues include unpleasant smells)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
SAFETY EQUIPMENT INSPECTION			
Biohazard kit <i>(Common issues include missing kits)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

Triangle reflectors <i>(Common issues include cracked reflectors)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Fire extinguisher <i>(Common issues include a missing or broken extinguisher)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Emergency kit <i>(Common issues include missing or inadequate kits)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Wheelchair ramp <i>(Common issues include non-functioning ramps)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>EXTERIOR INSPECTION</b>		
Windshield glass <i>(Common issues include cracks or dirt)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Tail, brake and turn signal lights <i>(Common issues include non-functioning lights or signals)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Backup alarm <i>(Common issues include non-functioning alarms)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Chassis and cab <i>(Common issues include dents, scratches or damaged doors)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Tire condition and inflation <i>(Common issues include low air pressure, puncture marks or poor tread)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Coupling devices <i>(Common issues include loose or missing fasteners)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Fuel and exhaust system <i>(Common issues include a broken or leaking exhaust)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

# MECHANIC INSPECTION | CHECKLIST

**PURPOSE:** To help ensure the quick remediation of any issues and to identify any other component issues not covered by pre-trip inspections. Please note that, if you are using a third party for servicing, it may provide its own inspection form. Be sure to keep a copy for your records.

For more details regarding this checklist, please consult [the Federal Motor Carrier Safety Administration's \(FMCSA's\) website](#). There, you will find more specifics on what types of failures to look out for each component.

## VEHICLE INFORMATION:

<i>Today's Date:</i>	<i>Vehicle Year:</i>
<i>Make:</i>	<i>Model:</i>

## INSPECTION CHECKLIST

Item	Condition OK?	Notes
<b>POWER TRAIN</b>		
Accelerator pedal and throttle actuator	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Clutch pedal	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Engine controls	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Engine starter	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Gasoline, diesel, pressurized or liquefied fuel system	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Hybrid electric vehicle and electric vehicle power train system	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Exhaust system	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Drive shaft	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Engine or accessory drive belt	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

<b>SUSPENSION</b>			
Suspension and frame attachments	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Axle attaching and tracking components	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Axle and axle assembly	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Spring and spring attachments	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Air suspension	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Shock absorber and strut assembly	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
<b>HYDRAULIC AND ELECTRIC BRAKES</b>			
Hydraulic brake system components	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Brake pedal and actuator	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Vacuum assist system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Hydraulic assist system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Air assist system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Air-over-hydraulic brake system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Surge brake controlled	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Vacuum system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Air-booster trailer brake system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Electric brake system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Brake system indicator lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Drum brake system components	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

Disc brake system components	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Mechanical parking brake	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Spring-applied hydraulic-released parking brake	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Anti-lock brake system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Stability control system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
<b>STEERING</b>				
Steering control and linkage	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Power steering system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Steering operation	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Kingpin play	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Self-steer and controlled-steer axle	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
<b>INSTRUMENTS AND AUXILIARY EQUIPMENT</b>				
Fire extinguisher	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Hazard warning kit	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Horn	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Speedometer and odometer	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Instruments and gauges	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Windshield wiper and washer	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Heater and windshield defroster	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	

Chain and headache rack	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Indicator lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
First-aid kit	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
<b>LAMPS</b>				
Head lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Tail lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Stop lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Turn signal lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Hazard warning lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Side marker lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Clearance lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Identification lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Backup lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
License plate lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Daytime running lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Auxiliary lighting	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Instrument lamps	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Reflex reflectors	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Retro-reflective marking	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	

<b>ELECTRICAL SYSTEM</b>			
Wiring	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Battery	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Trailer cord	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Switches	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
<b>BODY AND CHASSIS</b>			
Hood and engine enclosure	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Tilt cab	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Air suspended cab	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Cab and passenger-vehicle body	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Cargo body	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Frame, rails and mounts	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Unitized body elements	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Cab or cargo door	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Cargo tank or vessel	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Special body, device, or equipment attached or mounted to vehicle	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Bumper	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Windshield	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Side windows	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

Rear window	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Sun visors	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Rearview mirror	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Seat	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Seat belts	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Fend and mud flap	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Landing gear on trailer	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Sliding axle assembly	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Aerodynamic device and attachment	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Rear impact guard	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Floor pan	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Interior body and fixtures	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Service and exit door	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Emergency exit	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Passenger compartment window	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
<b>TIRES AND WHEELS</b>				
Tread depth	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Tread condition	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Tire sidewall	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Tire inflation pressure	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	

Wheel hub	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Wheel bearing	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Wheel rim	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Spoke wheel	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Disc wheel system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Wheel fasteners	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
<b>COUPLING DEVICES</b>				
Hitch assembly, structure and attaching components	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Secondary attachment	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Pintle hook, pin hitch or coupler hitch	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Ball type hitch	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Roll-coupling hitch	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Automated coupling device	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Fifth wheel and oscillating fifth wheel coupler	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Ball-bearing type turntable	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	

**MECHANIC INSPECTION CHECKLIST COMPLETED BY:**

<i>Name:</i>	<i>Title:</i>
--------------	---------------