**3.10 Pre-Trip Vehicle Inspection Policy**

**Purpose:** To help ensure the safe mechanical condition of each vehicle before it is used in service. To identify minor and major vehicle defects for immediate maintenance

**Policy:**

The Pre-Trip Vehicle Inspection Sheet should be completed by each driver before they start their run for the day. Items to be checked are listed on the left side of the page. Two boxes on the right side of the page highlight information that should be recorded for administrative purposes. There are three main areas that must be inspected by the driver. The exterior inspection checks the lighting systems, tires, body damage, and wheelchair lift/ramp operation. The interior inspection checks the operating condition of the major mechanical systems such as the brakes and steering as well as the operation of the radio (if applicable) and the cleanliness of the vehicle.

Drivers should also visually check the condition of the belts and hoses in the engine compartment and fluid levels as instructed by their supervisor.

**Exterior Inspection**

The exterior inspection can be completed more efficiently by two people but it should not take long for a single person to do the work.

Headlights Both high and low beams must be checked

Turn Signals Front and back pairs of signals must work. In addition hazard lights must be operational.

Back-up Lights Back-up lights must work if transmission is shifted into reverse. (Should

be inspected by another individual if possible.)

Mirrors All mirrors must be present, unobstructed, and adjusted to the person who will be driving the vehicle.

Windshield Wipers Windshield wipers must work at all settings. Wiper fluid pump should also be tested.

Windows Windows must be secure and in good operating condition.

Tires All tires should be visibly inspected for inflation and tread wear.

Body Damage Any body damage should be reported even if transportation system administration and personnel are already aware of the problem.

Cleanliness Outside of the vehicle should be inspected for accumulated dirt and grime.

Lift/Ramp Operation All wheelchair lifts must be checked before the vehicle is put into service, whether or not the lifts are intended to be used.

**Interior Inspection**

Brakes Brakes should be checked by putting the vehicle in gear without acceleration and applying the brakes.

Steering Steering wheel should both have a full range of motion and effectively turn the front wheels.

Gauges and Indicators All gauges and indicators should be visually inspected to make sure that they are operational.

Transmission Selector Vehicle should be capable of being shifted into any gear

Radio If the vehicle is equipped with a radio, a radio check should be conducted with dispatch.

Cleanliness The interior of the vehicle should be free of any litter, food, or excessive dirt.

**Engine Area Inspection**

Each driver should visibly inspect the engine compartment for any loose belts or hoses. Fluid levels should also be checked as appropriate.

**CROSS REFERENCE POLICY**

1. Vehicle PIOOS Policy
2. Vehicle Sanitation Policy