



TRIDENT

PUBLIC RISK SOLUTIONS
MEMBER OF PARAGON INSURANCE HOLDINGS, LLC

Vehicle Inspection Guide

Vehicle inspections can help you to identify potential vehicle defects and maintenance concerns that could contribute to an accident. The collection of these inspection and repair records are a critical part of any robust fleet maintenance program.

Additionally, in most states pre- & post trip inspections are required for any vehicle that meets the definition of a commercial vehicle by the Federal Motor Carrier Safety Administration and depending on the state, can also be required by OSHA.

Below are some tips to improve your vehicle inspection program.

Improved maintenance

Employees who operate a vehicle on a regular basis are more apt to notice if that vehicle is not performing properly which is why regular vehicle inspections by the operator are so critical to having a proactive fleet maintenance program. The inspection helps to identify small issues before they turn into bigger and more costly repairs. This in turn helps your mechanic to perform their job better, save money and to extend the life of the vehicle.

Additionally, when employees are driving vehicles that are part of a fleet, it is vital to the safety of the other employees who may operate that same vehicle, that you inspect and communicate any issues to them prior to their shift so the issue can be repaired as soon as possible.

Record keeping

Record keeping is a critical component to any fleet management program. This could include parts and labor costs, state inspection records, as well as regular maintenance and inspection records. These important records should be tracked consistently for all vehicles in your fleet and be easily retrievable should the vehicle maintenance and inspection records ever be called into question following an accident.

Always be sure to follow the manufacturers recommended maintenance schedule and to document every step. Fleet maintenance software programs are recommended as they are low cost, easy to use and typically have the manufacturers recommended maintenance schedule built into their programming. Most fleet maintenance software programs also include custom pre-shift inspection forms which can immediately notify you based on the mileage of the vehicle if maintenance is needed.

Inspection Procedures

- All entity vehicles should be inspected prior to each shift but at least daily to determine if any repairs are necessary.
- All inspection records, including those where no issues are found should be turned into the mechanic following completion.
- Any vehicles found with potentially dangerous issues should be taken out of service until the mechanic can repair the vehicle.
- If the mechanic is not qualified to perform a particular type of maintenance, then contract it out to a professional.

Below are some sample vehicle inspection forms to assist you in establishing your inspection program. These sample forms should be customized if possible for each vehicle in your fleet.

About Trident

For more information on Trident Public Risk Solutions, visit paragoninsgroup.com/trident-public-risk

Disclaimer: The insurance policies, not this checklist, form the contract between the insured and the insurance company. The policies contain limits, exclusions and conditions that are not listed here. All coverages are subject to individual underwriting judgments and to state legal and regulatory requirements. By providing its clients with risk-control information, Trident Public Risk Solutions does not warrant that a client will necessarily experience a reduction of its insurance risks, exposures and/or losses. This checklist is provided for informational purposes only and does not constitute legal advice. Policies for this program are issued by one or more insurance companies of Argo Group International Holdings, Ltd. Trident is a registered name of Paragon Insurance Holdings, LLC.



Sample Monthly Vehicle Maintenance Checklist

INSPECTOR:		DATE:	TIME:
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VIN:	LICENSE PLATE:
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MONTHLY MAINTENANCE	COMMENTS	Ok	Repair	N/A
Replace oil filter				
Replace air filter				
Change oil				
Lubricate chassis				
Change transmission fluid				
Add antifreeze				
Flush cooling system				
Align wheels				
Rotate tires				
Adjust brakes				
Tune engine				
Inspect HVAC				
Inspect electrical system				

ENGINE	COMMENTS	Ok	Repair	N/A
Check belts for wear and tension				
Inspect spark plugs				
Inspect points				
Inspect exhaust system for leaks, smoke and rust				
Check for oil, transmission and coolant leaks				
Check seals on engine block and oil pan				
Check seals around filters				

ELECTRICAL	COMMENTS	Ok	Repair	N/A
Check battery charge/condition				
Check battery terminal condition				
Test exterior lighting function				
Test interior lighting function				
Test signals function				

BRAKES	COMMENTS	Ok	Repair	N/A
	Conduct a general brake inspection			
	Adjust parking brake			
	Check brake disc condition			
	Check brake pad condition			
	Check brake hose condition			
	Inspect hydraulic units			
	Check brake fluid level			
	Inspect clutch			

COOLING	COMMENTS	Ok	Repair	N/A
	Check radiator and reservoir for leaks			
	Check fluid levels			
	Check condition of radiator fan			
	Adjust level of coolant			
	Renew coolant as necessary			

STEERING	COMMENTS	Ok	Repair	N/A
	Adjust play in the system			
	Inspect ball joints			
	Inspect front and rear bearings			
	Check dampers for leaks			
	Inspect steering torque			
	Check condition of suspension			

Additional notes to Mechanic:



Sample Daily Non-CDL Vehicle Inspection Checklist

INSPECTOR:	DATE:	TIME:
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VIN:	LICENSE PLATE:
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EXTERIOR	COMMENTS	Ok	Repair	N/A
Check brake lights				
Check hazard flashing lights				
Check headlights				
Check turn signal lights				
Inspect windshield for cracks				
Check wiper blades and washer operation				
Check mirrors				
Check body of vehicle for damage				
Check tires for pressure or damage				
Ensure equipment and materials in truck bed is secure				
Check for fluid leaks under the vehicle				
Tailgate/liftgate functioning properly				
Clean exterior?				

INTERIOR	COMMENTS	Ok	Repair	N/A
Check horn operation				
Check seatbelt				
Check defrosting operation on windshield and rear shield				
Check fuel levels				
Check Fire extinguisher, emergency kits, first aid kits				
Check radios				
Clean interior?				

Additional notes to Mechanic:

Inspector Signature:

Date:



Sample Daily CDL Vehicle Inspection Checklist

INSPECTOR:	DATE:	TIME:
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VIN:	LICENSE PLATE:
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EXTERIOR	COMMENTS	Ok	Repair	N/A
Check brake lights				
Check hazard flashing lights				
Check headlights				
Check turn signal lights				
Inspect windshield for cracks				
Check wiper blades and washer operation				
Check mirrors				
Check body of vehicle for damage				
Check tires for pressure or damage, test lug nuts				
Ensure compartments, equipment and materials in truck bed is secure				
Check for fluid leaks under the vehicle				
Tailgate/liftgate functioning properly				
Clean exterior?				

INTERIOR	COMMENTS	Ok	Repair	N/A
Check horn operation				
Check seatbelt				
Check defrosting operation on windshield and rear shield				
Check fuel levels				
Check Fire extinguisher, emergency kits, first aid kits				
Check radios				
Clean interior?				

Additional notes to Mechanic:

MECHANICAL	COMMENTS	Ok	Repair	N/A
Check windshield fluid level				
Check belts for wear				
Check oil level				
Check coolant level				
Check power steering fluid				
Inspect hydraulic units				
Check brake fluid level				
Check brake hoses, drums, chambers				
Check suspension coils for cracks				
Check air brakes				
Check condition of radiator fan				
Check axle seals for cracks				
Check exhaust system				
Check dumpbed operation				
Check plow controls/operation				

Additional Notes to Mechanic:

Inspector Signature:

Date: