

**CITY OF RICHARDSON**  
**INTERDEPARTMENTAL POLICY AND PROCEDURE**  
**VEHICLE/EQUIPMENT INSPECTIONS**

POLICY

It is the policy of the City of Richardson to ensure that all vehicles and equipment are inspected to ensure that no known safety or mechanical deficiency exists. This policy applies to all City departments except the Fire and Police Departments. The Fire Department has a policy addressing vehicle inspections governed by the National Fire Protection Association (NFPA) and is exempt from this Policy. The Police Department has a policy in place that addresses daily vehicle inspections and maintenance.

This vehicle/equipment inspection policy is designed to protect the City and the operator from potential accidents or mishaps. All operators assume responsibility for the vehicle/equipment being operated, and the inspection is designed to reduce the risks of operating vehicles and equipment improperly. Training on this policy is available to all departments, operators and supervisors from Fleet Services. In addition to this City Policy, the Texas Commercial Motor Vehicle Drivers Handbook, Section Two, should be reviewed by all supervisors and operators. Copies of Section Two are available from Fleet Services or online at [www.txdps.state.tx.us/DriverLicense/documents/DL-7C.pdf](http://www.txdps.state.tx.us/DriverLicense/documents/DL-7C.pdf).

**I. Basic Policies**

**A. Pre Vehicle/Equipment Use Inspection**

1. Prior to operating a vehicle/equipment, an employee must review the most recent post trip inspection report and perform a visual inspection of the vehicle/equipment. If there is not a post trip inspection report for that vehicle/equipment, then the employee should complete a comprehensive inspection and fill out the post trip inspection report (Operators Daily Preventive Maintenance Checklist form) as described in sections B., C., and D below.

**B. Comprehensive Post Vehicle/Equipment Use Inspection**

1. Employees that operate a vehicle/equipment are required to perform an inspection after final use for the day. If an employee is unsure whether the vehicle/equipment will be used again that day, then they should perform an inspection after the last time they use the vehicle and note any deficiencies on the Operators Daily Preventive Maintenance Checklist form supplied by Fleet Services. Examples of the form are shown as Example # 1 and Example # 2 in section I.E. of this policy.

**C. Completion of the Operators Daily Preventive Maintenance Checklist Form**

1. The Operators Daily Preventive Maintenance Checklist form (Example #1 in section I.E.) shall be used to document the overall condition of the vehicle/equipment after final use for the day. If a unit is not used on a given day, then it is not necessary to complete an inspection report form for the unit.
2. Operators should review the previous inspection report and note any issue/concerns/discrepancies between the current report being made and the previous report. No operator should knowingly drive or operate any vehicle/equipment with a known deficiency from the staging area, point of breakdown, point of origin from which the vehicle/equipment is stored or parked at the Service Center or other designated location.
3. Employees are expected to fill out the form completely and note the unit #, mileage/hours and date the inspection was performed. After completing the inspection and filling out the form, the employee performing the inspection must sign and date the completed form. If a deficiency is noted during the inspection, the operator will note the deficiency on the form and report the deficiency to his or her

immediate supervisor. The unit should then be turned into the Fleet Services Coordinator to address the deficiency.

4. Performing the inspection correctly is very important, and the operator completing the inspection should look for the following safety items which may include, but should not be limited to: expired state inspections (window stickers), broken exterior mirrors, fogged mirrors, broken windshield or other broken window glass, missing or damaged body components necessary in operating the vehicle/equipment, worn/damaged or defective tires, exhaust system, front & rear bumper damage, license plates, headlights, clearance (running) lights, brake lights, cut/worn or missing mud flaps, windshield wipers, safety belts, turn signal lights, fire extinguisher, parking brake, horn, reflective triangles, and current liability insurance certificate. Safety deficiencies should be addressed immediately and the vehicle/equipment should not be used until the deficiency is corrected.
5. Mechanical deficiencies can cause injury, property damage, and catastrophic damage to the vehicle/equipment being operated. The operator completing the inspection should note any of the following mechanical deficiencies that may include but should not be limited to: unexplained noises, oil leaks, coolant leaks, fuel leaks, warning lights or alarms sounding, and drivability issues. When a mechanical warning or issue is detected, the operator should pull over to a safe area, turn the vehicle/equipment off and report the problem to their immediate Supervisor. If their Supervisor isn't available, then the issue should be reported to the Fleet Services Coordinator as soon as possible via radio or cell phone.

D. Vehicle and Equipment Appearance

1. It is the responsibility of every operator (employee) to maintain the vehicle/equipment being driven or operated to ensure that the vehicle/equipment projects to the Public that it is well taken care of. It is crucial that the body is kept clean and free of debris and road grime. Wash the vehicle/equipment as needed and report any body or appearance defects to Fleet Services as soon as possible.
2. It is also the responsibility of every operator (employee) to maintain the passenger compartment on a daily basis. Trash, food, or other debris should not be allowed to accumulate in the passenger compartment.
3. All equipment carried in the passenger compartment should be placed in a secure position while the vehicle is in motion, so as not to get lodged under the accelerator or brake pedals. Securing equipment will also prevent it from becoming a projectile in the case of an accident and hurting occupants in the vehicle.

E. Filing of the Operators Daily Maintenance Checklist form

1. The Operators Daily Maintenance Checklist form should be completed legibly and should be properly stored in the vehicle.
2. The Operators Daily Maintenance Checklist form is a two part form. Once the form is completed, the operator will file:
  - a.) The original white copy in a file folder that should remain in the vehicle for a period of 90 days. White copies for pieces of equipment, such as trailers, should be placed in the file folder in the vehicle carrying or attached to the piece of equipment at the time of use. Any completed white copies of the form older than 90 days can be discarded by the operator.
  - b.) The Duplicate Yellow Copy of the form should be kept by the department and kept for one year. Any completed yellow copies older than one year can be discarded by the department supervisor in charge of records.

3. Periodic audits of departmental records pertaining to vehicle/equipment inspections will be performed.

F. Examples of Operators Daily Maintenance Checklist form

1. Example # 1: Blank Two-part Inspection Form

CITY OF RICHARDSON  
 OPERATORS DAILY PM CHECK LIST  
*Example # 1*

VEH. NO. \_\_\_\_\_ DATE \_\_\_\_\_  
 MILEAGE \_\_\_\_\_

**LEGEND FOR MARKING**  
 ✓ -OK, NO COMPLAINTS  
 X -ADJUSTED REQUIRED  
 XX -REPAIRS REQUIRED

USE SEPARATE FORM FOR TOWED

	Before Opera- tion	During Opera- tion	After Opera- tion	Remarks		Before Opera- tion	During Opera- tion	After Opera- tion	Remarks
LEAKS, GENERAL				WALK AROUND AND LOOK	CLUTCH				CHECK BEFORE LEAVING LOT
BATTERIES -				CHECK THAT WATER COVERS PLATES	ENGINE OPERATION				REPORT NOISES, MISSING, POWER
BELTS / HOSES				FRAYED, TORN, LEAKING, ETC.	HORN				TEST BEFORE LEAVING LOT
ENGINE OIL				CHECK DIP STICK, CAREFULLY	PACKING SYSTEM				TEST BEFORE LEAVING LOT
ENGINE WARM UP				1-3 MIN. WARM 3-5 MIN. COLD	POWER TAKE-OFF				ENGAGING, SHAFT, OPERATION
FUEL				FILL TANK EVERY EVENING	STEERING				JERKS, PULLS, WANDERS, ETC.
GAGES / INSTRUMENTS				CHECK OFTEN - MUST FUNCTION	TRANSMISSION OIL				
HYDRAULIC OIL				CHECK DAILY - KEEP CLEAN	WINDSHIELD WIPERS				MOTOR, ARMS, BLADES, CONROLS
LIGHTS / SIGNALS				CHECK DAILY - MUST FUNCTION	UNUSUAL NOISES				REPORT ANYTHING YOU HEAR
RADIATOR				CHECK THAT WATER COVERS CORE	DRAIN AIRTANKS				ALL TANKS, DRAIN, THEN CLOSE VALVES
TIRE PRESSURE				CHECK DAILY - CUTS, OBSTACLES	OTHER				
WHEEL LUGS				LOOSE, BROKEN, MISSING					ANY OTHER ITEM NOT SHOWN
BRAKES				TEST BEFORE LEAVING LOT					

REMARKS: CAB, DOORS, FENDERS, HEATER, MIRRORS, WINDOWS, ETC.

SHUT OFF ALL ACCESSORIES PRIOR TO STARTING PULL, NEVER PUSH VEHICLES WHEN STUCK:

OPERATORS SIGNATURE: \_\_\_\_\_ FOREMANS SIGNATURE: \_\_\_\_\_

FORM ES-007

17 8:41 AM

2. Example#2: Properly Completed Inspection Form

CITY OF RICHARDSON  
 OPERATORS DAILY PM CHECK LIST  
*Example # 2*

VEH. NO. 70203 DATE 10/1/2011  
 MILEAGE 67,478

**LEGEND FOR MARKING**  
 ✓ -OK, NO COMPLAINTS  
 X -ADJUSTED REQUIRED  
 XX -REPAIRS REQUIRED

USE SEPARATE FORM FOR TOWED

	Before Opera- tion	During Opera- tion	After Opera- tion	Remarks		Before Opera- tion	During Opera- tion	After Opera- tion	Remarks
LEAKS, GENERAL	✓	✓	✓	WALK AROUND AND LOOK	CLUTCH				CHECK BEFORE LEAVING LOT
BATTERIES -	✓	✓	✓	CHECK THAT WATER COVERS PLATES	ENGINE OPERATION	✓	✓	✓	REPORT NOISES, MISSING, POWER
BELTS / HOSES	✓	✓	✓	FRAYED, TORN, LEAKING, ETC.	HORN	✓	✓	✓	TEST BEFORE LEAVING LOT
ENGINE OIL	✓	✓	✓	CHECK DIP STICK, CAREFULLY	PACKING SYSTEM				TEST BEFORE LEAVING LOT
ENGINE WARM UP	✓	✓	✓	1-3 MIN. WARM 3-5 MIN. COLD	POWER TAKE-OFF				ENGAGING, SHAFT, OPERATION
FUEL	✓	✓	✓	FILL TANK EVERY EVENING	STEERING	✓	✓	✓	JERKS, PULLS, WANDERS, ETC.
GAGES / INSTRUMENTS	✓	✓	✓	CHECK OFTEN - MUST FUNCTION	TRANSMISSION OIL				
HYDRAULIC OIL	✓	✓	✓	CHECK DAILY - KEEP CLEAN	WINDSHIELD WIPERS	✓	✓	✓	MOTOR, ARMS, BLADES, CONROLS
LIGHTS / SIGNALS	✓	✓	✓	CHECK DAILY - MUST FUNCTION	UNUSUAL NOISES	✓	✓	✓	REPORT ANYTHING YOU HEAR
RADIATOR	✓	✓	✓	CHECK THAT WATER COVERS CORE	DRAIN AIRTANKS	✓	✓	✓	ALL TANKS, DRAIN, THEN CLOSE VALVES
TIRE PRESSURE	✓	✓	✓	CHECK DAILY - CUTS, OBSTACLES	OTHER				
WHEEL LUGS	✓	✓	✓	LOOSE, BROKEN, MISSING					ANY OTHER ITEM NOT SHOWN
BRAKES	✓	✓	✓	TEST BEFORE LEAVING LOT					

REMARKS: CAB, DOORS, FENDERS, HEATER, MIRRORS, WINDOWS, ETC.

SHUT OFF ALL ACCESSORIES PRIOR TO STARTING PULL, NEVER PUSH VEHICLES WHEN STUCK:

OPERATORS SIGNATURE: *Tommy Jasso* FOREMANS SIGNATURE: *Edwards*

FORM ES-007

**II. Violations**

Any employee who violates this policy and procedure may be subject to disciplinary action, up to and including termination.

**III. Questions**

Any questions about this policy should be directed to Ernie Ramos, Fleet and Materials Manager at (972) 744-4421.

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Dan Johnson, City Manager

2/12/2013  
Date