10 MINUTE TRAINING TOPIC

Vehicle Self-Inspection

November 2020

SafetyFirst

Vehicle Self-Inspection

- Purpose
- Statistics
- What do many drivers look for
- Some basic checks
  - Tire inspection as an example
- Follow your company guidelines
- Requiring service
- Sanitizing temporary vehicles during COVID19

Purpose

If you leave on a trip without checking that the vehicle is safe to operate, you may suffer wasted time due to a mechanical breakdown, or worse, an injury from a collision due to mechanical failure, while driving.

Mechanical failures, according to US News, are a factor in 12 to 13 percent of all auto accidents. The mechanical failure may be internal or external. It may be caused by vehicle driver negligence, normal wear and tear, and/or a faulty part.

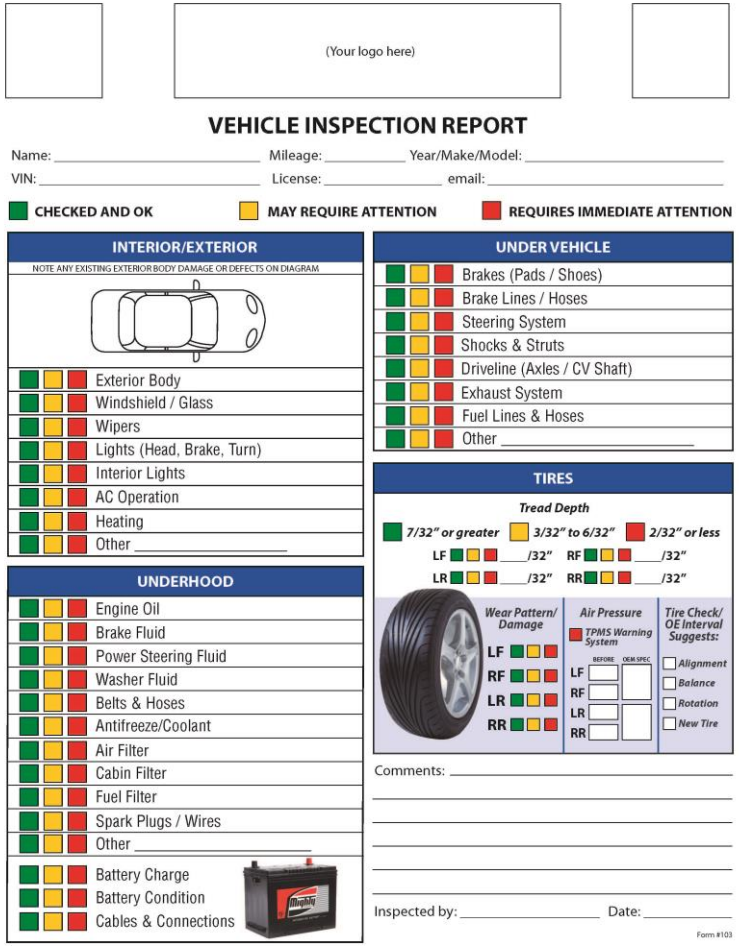
Self-Inspections often reveal issues that affect fuel consumption, brake wear and tire condition. Tires that are properly inflated (consistently), rotated and aligned extend their service life and reduce fuel consumption. Braking systems that are adjusted, cleaned and repaired before critical failures save time and money for the maintenance team.

Statistics

- According to the National Highway Traffic Safety Administration (NHTSA), low tire pressure-related crashes are to blame for 660 fatalities and 33,000 injuries every year.
- NHTSA estimates that about one in four cars and one in three light trucks has at least one significantly under inflated tire.
- Further, about one out every five accidents is caused by faulty vehicle maintenance or vehicle defects.
- While most vehicle collisions are preventable, they continue for a number of reasons:
  - Driver error due to distraction, impairment, frustration or aggression continues to top the list of causes for most crashes; however,
  - roughly one in ten crashes are caused by equipment that was not operating properly.
- The simple truth is that motor vehicles (cars through tractor trailers) have fluids that need to be replaced and parts that wear out.
- If you own a motor vehicle, you have a duty to make sure that your car, truck or bus is in safe working order every time you take it on the road.
- Many crashes could be prevented with a regular inspection program that leads to proper maintenance of the equipment.

What do many drivers look for

- Most inspection checklists include the following items:
  - Gauges function as designed
  - Fuel and fluids are sufficient
  - Wheels and tires (appearance, pressure)
  - Mirrors and mirror adjustment
  - Windshield for cracks and chips that obscure visibility
  - Windshield wipers for condition and effectiveness
  - Lights, including headlights, turn signals, and brake lights
  - Emergency equipment is in place and ready for use
- Another aspect of vehicle inspection is notifying managers when you've discovered something that doesn't seem correct.
  - This applies during "pre-trip" inspections, and when you're driving
  - If you notice that the vehicle is running hot, or "pulls" to one side of the road consistently, you can help your company by letting them know that your vehicle may need expert attention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VEHICLE INSPECTION REPORT

Name: _____ Mileage: _____ Year/Make/Model: _____

VIN: _____ License: _____ email: _____

CHECKED AND OK | MAY REQUIRE ATTENTION | REQUIRES IMMEDIATE ATTENTION

INTERIOR/EXTERIOR

NOTE ANY EXISTING EXTERIOR BODY DAMAGE OR DEFECTS ON DIAGRAM

Exterior Body
Windshield / Glass
Wipers
Lights (Head, Brake, Turn)
Interior Lights
AC Operation
Heating
Other _____

UNDERHOOD

Engine Oil
Brake Fluid
Power Steering Fluid
Washer Fluid
Belts & Hoses
Antifreeze/Coolant
Air Filter
Cabin Filter
Fuel Filter
Spark Plugs / Wires
Other _____
Battery Charge
Battery Condition
Cables & Connections

UNDER VEHICLE

Brakes (Pads / Shoes)
Brake Lines / Hoses
Steering System
Shocks & Struts
Driveline (Axles / CV Shaft)
Exhaust System
Fuel Lines & Hoses
Other _____

TIRES

Tread Depth

7/32" or greater | 3/32" to 6/32" | 2/32" or less

LF ___/32" RF ___/32"

LR ___/32" RR ___/32"

Wear Pattern/ Damage | Air Pressure | TPMS Warning System | Tire Check/ OE Interval Suggests:

LF RF LR RR

BEFORE | OEM SPEC

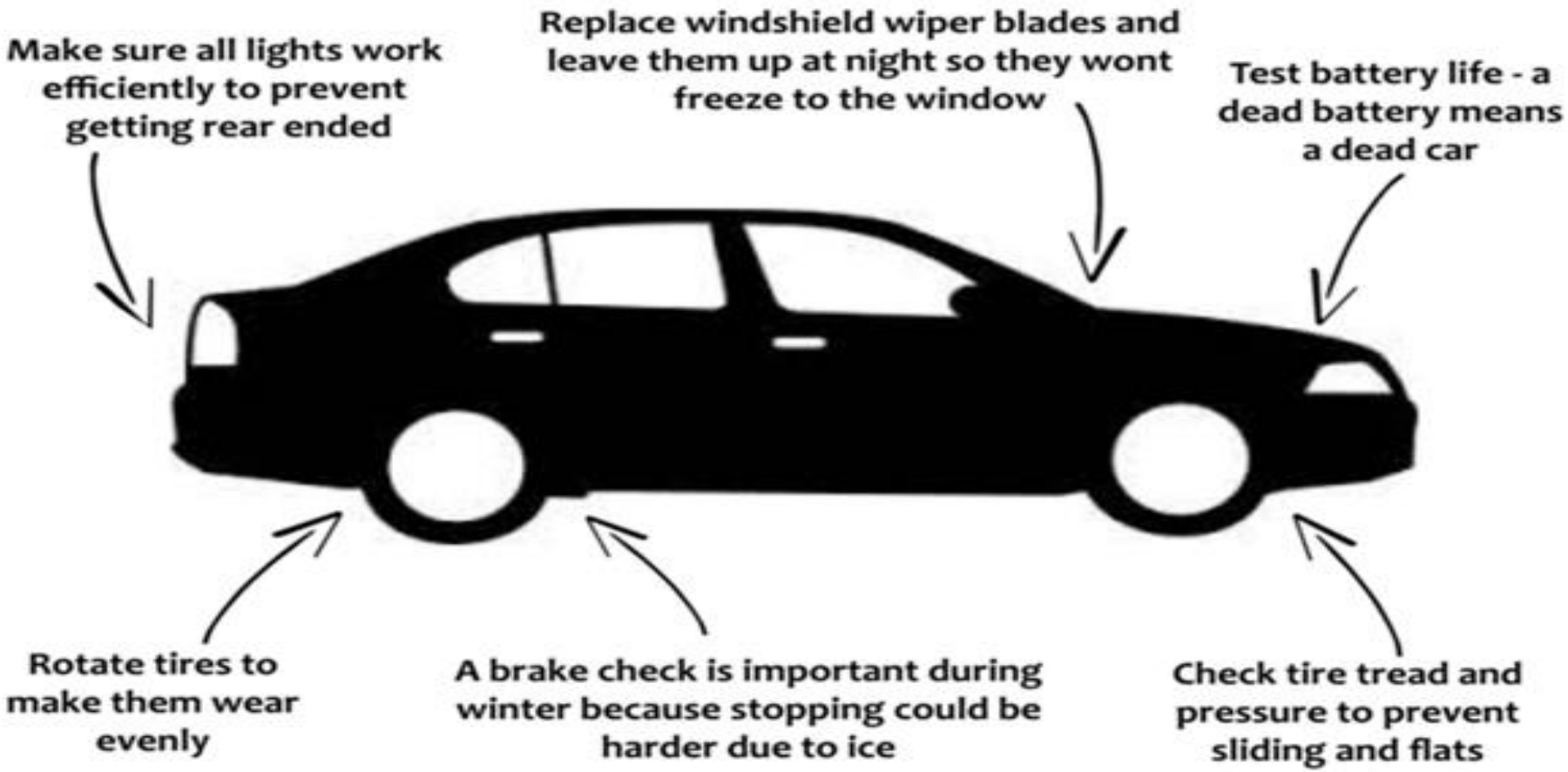
Alignment | Balance | Rotation | New Tire

Comments: _____

Inspected by: _____ Date: _____

Form #103

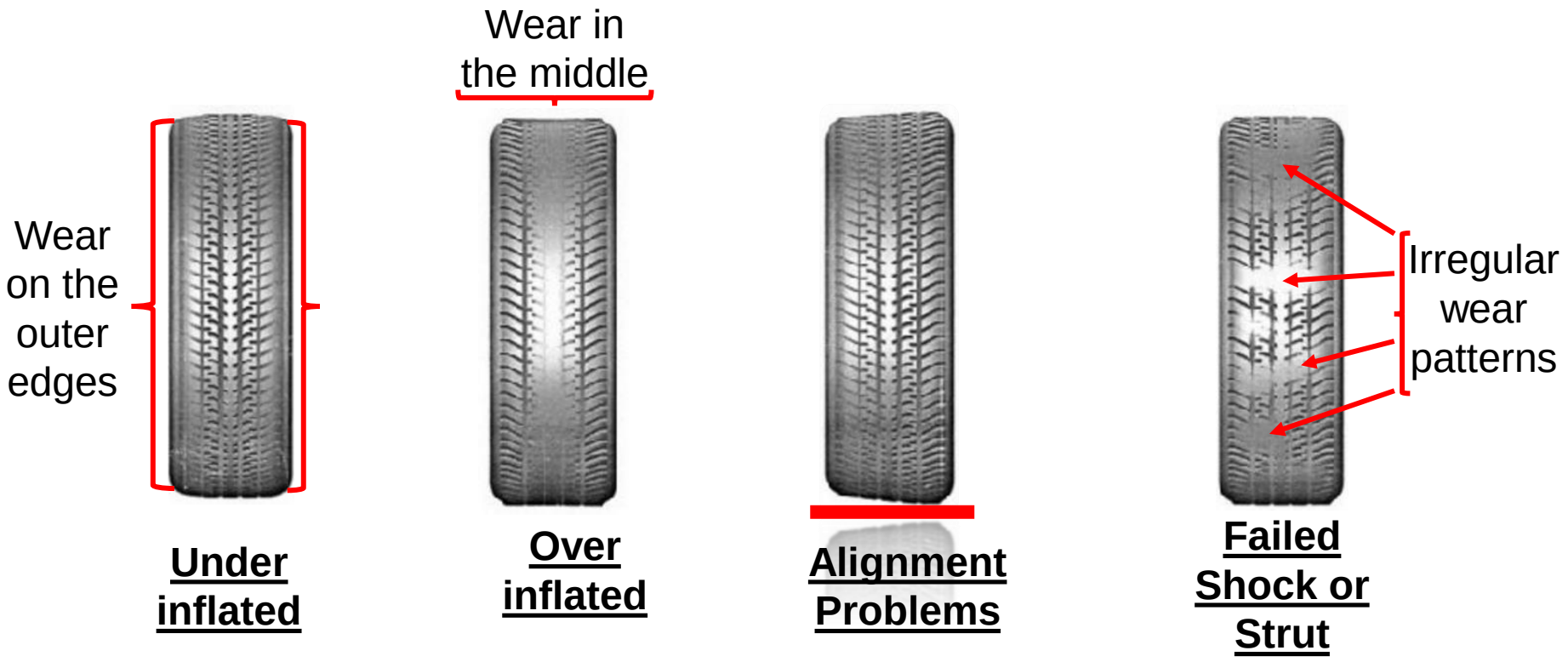
Some basic checks



Tire Inspection as an example

Because a basic inspection often reveals issues that affect tire conditions and fuel consumption.

- Tires that are properly inflated, aligned, and rotated extend their service life and reduce fuel consumption and costs.
- The following are some issues with tires which should be addressed:



Follow your company's guidelines

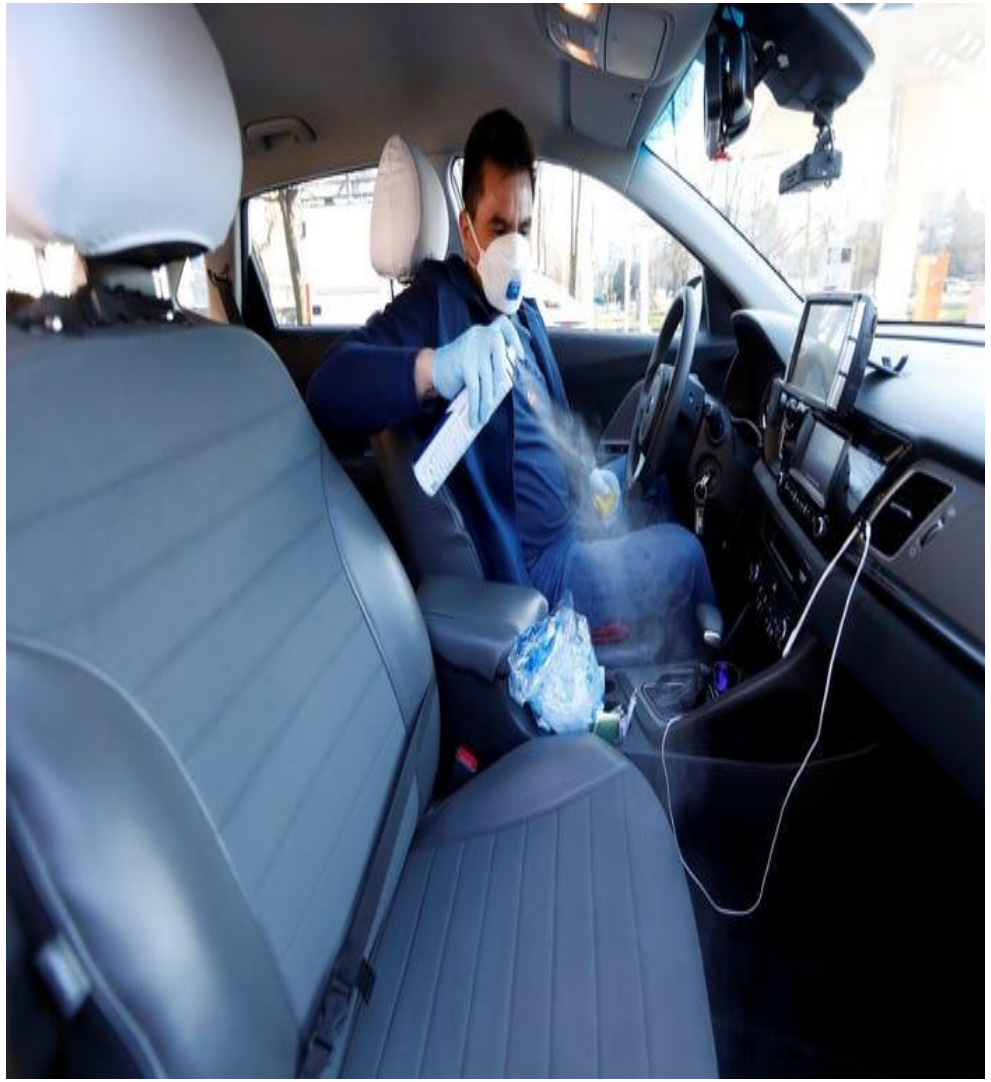
- Every company has its own process for inspecting vehicles. They have Standard Operating Procedures (SOPs) they follow. Here are a few "best practices":
  - some have in-house mechanics on staff and others rely on local garages for repairs
  - some smaller fleets rely on local garages for consistent maintenance and routine repairs
  - some use specialized vehicles or equipment that requires training in order to properly (or safely) conduct a "ready for use" inspection
  - others disagree about the extent of the inspection: lights and brakes only versus getting into the engine compartment to check fluid levels and belt tension, etc.
  - some require lifting the hood to the engine to check fluid levels, belt tension, etc.

Requiring service

- Whether you found something wrong with your vehicle or you are unsure on how to inspect your vehicle, take it to a local, reputable repair facility for inspection/repair.
- Professionals can inspect your vehicle and most have a checklist of items to identify safety issues.
- If your vehicle is managed by a fleet company, you may need to contact them for direction on where to take your vehicle.
  - If you are unsure, check with your fleet manager.
- If a problem is identified with your vehicle, not taking care of the issue immediately might result in an accident or other costly mechanical issues.
- If you need to get a temporary vehicle, make sure you adjust the seats and mirrors before driving the vehicle.
- During the COVID19 pandemic properly sanitize the temporary vehicle before driving it.

Sanitizing Temporary/Rental vehicles during COVID 19

- Wash your hands for at least 20 seconds before entering the vehicle.
- Wipe down the inside of the vehicle, such as the door, dashboard, seat, door hand, seat belt and any exposed surfaces with spray disinfectant or disinfectant wipes. Use disposable gloves.
- Gas pump handles and keypads at gas stations are also locations to be wary of.
- Do the same for Key & Key fob, outside door handles, and any other high touch surfaces.
- Have a small trash bag to dispose of soiled gloves, towels and wipes; make sure that you dispose of that small trash bag.



10 MINUTE TRAINING TOPIC

Vehicle Self-Inspection

- Aircraft pilots, railroad engineers, racecar drivers, professional truck drivers all inspect their vehicle before moving it one inch.
- We should take the same approach with our own vehicles to prevent accidents and other mechanical failures.
- A self-inspection won't take up too much time if a proper step by step approach is taken.
- Your company might have different guidelines to follow. You should adhere to those guidelines.
- Repairs, if any should be taken care of promptly.
- If driving a temporary vehicle you should follow proper cleaning guidelines during the pandemic.