

Vehicle Practice

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DAILY, WEEKLY AND MONTHLY INSPECTIONS OF VEHICLES AND EQUIPMENT (REGULATORY PRE-TRIP)

Practice:

INTRODUCTION

The Company's policy is to have vehicle and equipment operators (drivers) complete a daily, weekly, and monthly inspection of vehicles and associated equipment as outlined in this practice. The inspection will ensure vehicles and equipment are safe to operate and in good mechanical condition. Defects are identified and reported to the Supervisor. In addition, the Province of Nova Scotia requires that all commercial vehicles registered over 4500 kg are to be inspected by the driver on a daily basis prior to its first trip. Appendix II meets this requirement.

INSPECTION

Vehicles shall be inspected as outlined on either: Appendix I, Driver's Inspection of Cars and Light Trucks Class 1, 2 and 3 (4500 kg GVWR or less); Appendix II, Driver's Inspection Check List, Vehicle and Equipment Class 3, 4, 5, and 6; or Appendix III, Driver's Daily Inspection Checklist, Vehicle and Equipment Class 9, Forklifts only. The daily inspection checklist for Class 3, 4, 5, and 6 vehicles and Class 9 Forklifts must be kept with the vehicle or at designated headquarters and turned in weekly.

FILE & RETENTION

The Daily Check Sheet is to be retained (filed) for a minimum of 90 days at designated vehicle headquarters.

PROCEDURES

The procedures for inspecting vehicles and equipment and completing check lists are outlined in

- | | |
|--------------|--------------------------------|
| Appendix I | Vehicle Class 1 & 2, |
| Appendix II | Vehicle Class 3, 4, 5, & 6 and |
| Appendix III | Vehicle Class 9, Forklift only |

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APPENDIX I

PROCEDURE: DRIVER'S INSPECTION

CARS AND LIGHT TRUCKS CLASS 1, 2, and 3 (4500 kg GVWR OR LESS)

DAILY WALK AROUND INSPECTION

Each day prior to using the vehicle, do a walk around inspection as follows:

- Look underneath for coolant, and oil leaks. A few drips would indicate it will be requiring repairs at next maintenance. If there is a puddle it will require immediate attention.
- Look at the tire condition (low or flat tires).
- Check for recent body and glass damage (report all damages).
- Operation of all lights.

IN THE CAB

Start engine and listen for unusual noises.

Check - Clutch pedal clearance. Pedal should have about 1 1/2-inch free play.

- Brakes for holding - vehicle should **STOP** with the first push of the foot pedal.
- Operation of parking brake; BRAKE should hold the vehicle on a slope of 10°.
- Steering free play; should not be more than three (3) inches.
- All instruments gauges or indicator lights for normal readings.
- Operation of two way radio and horn.
- For cleanliness of vehicle and housekeeping. Windows should be clean, floors swept, any unnecessary papers and garbage thrown out.
- When fuelling vehicle, check all fluid levels.

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APPENDIX II

PROCEDURE: DRIVER'S INSPECTION AND CHECKLIST

VEHICLE AND EQUIPMENT CLASS 3 (OVER 4500 KG), 4, 5 AND 6.

1. DAILY

The operator enters vehicle number, date daily, and location on top of the check list.

- Indicate with a check mark (✓) if OK, and also (✓) when oil or fluids are added and (X) when repairs are required. The operator will report items requiring repairs and forward it to the supervisor. If the item is safety related, supervisor is to be notified immediately.

START THE DAILY CHECK UNDER HOOD BEFORE STARTING ENGINE.

- Check** - Engine oil level and add Company specified motor oil as required reference VP-03-20.
- Lines - hoses and radiator for leaks.
 - Coolant level in the Radiator Expansion Tank or Radiator - Add 50-50 Mixture of Ethylene - Glycol (Prestone) and water as required.
Reference VP-03-12 as diesels use different coolant than gas engines.
 - Belts - All belts for condition and tension. The tension can be checked by pressing down on the belt with the thumb. If more than 1/2-inch the belt requires adjustment.
 - Power steering unit for oil level, if below add mark, top-up as required with power steering fluid or ATF Dexron II - check for oil leaks.
 - Windshield washer fluid level and fill as required.
 - Fuel sediment bowl, fuel pump, and line connections for leaks.
 - Air filter indicator gauge (under hood).
 - Engine, air compressor for oil leaks.
 - Front End Components - Check spring and shackles, U-bolts, shocks, air lines, brake slack adjusters, steering components and inside tire condition.

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Note: If a puddle is evident, immediate attention is required. A few drips would indicate that repairs could be done next maintenance.

NOTE: CONDUCT CIRCLE CHECK STARTING FROM DRIVER'S DOOR AND MOVE COUNTERCLOCKWISE AROUND UNIT.

ENTER CAB

- Check**
- Adjust seat and mirrors, hook seat belt and check condition.
 - Start engine in neutral, clutch depressed.
 - Operation of ammeter, oil and temperature gauge for normal readings and listen for unusual and peculiar engine noises.
 - Emergency warning system operation i.e., low air warning signal (buzz) will sound until air system pressure reaches about 55 psi.
 - The engine low oil pressure and low or hot coolant warning bell will ring until everything is normal.
 - If it keeps on ringing for more than 2-3 seconds check the oil pressure gauge for low reading; if low - stop engine and investigate the cause.
 - Bell will also ring in case of low coolant and hot engine temperature; in either case stop engine and investigate.
 - Air filter restriction indicator gauge if in the red zone - have mechanic inspect and service air induction system.
 - Operation of two way radio.
 - Operation of all horns - air and electric sound once.
 - Operation of the windshield wipers, condition of blades and arms.
 - Operation of windshield washer.
 - Steering free play; should not exceed four (4) inches.
 - Operation of all lights, inspect windshield, windows, and mirrors for damages.
 - Clutch pedal clearance, pedal should have about 1½ inch free play.

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- First Aid Kit if serviceable and in proper location, and it is a #2 kit.
- Put P.T.O. in gear after air buzzer stops and reaches 90 psi (if automatic transmission equipped follow PTO engagement instruction).
- Turn right signal light on.

START OUTSIDE INSPECTION AT MVI STICKER - DRIVER'S DOOR.

Check - Mirror (clean).

- Fire extinguisher fully charged and hazard warning kit in their proper location.
- Note any fresh body damage (cab), check for fuel tank leaks, condition and security. Check the condition and security of the step.
- Vacuum booster or air tank for leaks and condition.
- Visually inspect transmission for leaks, exhaust for security and leaks, drive line, frame condition, body mounts and under body damage.
- Body (box or deck) for fresh damage and clearance/marker lights.
- Differential for leaks, two speed axle motor, and axle vent.
- U-bolts, hangers or shackles, and springs for cracked or missing leaves.
- Brake slack adjusters and brake lines.

Left Rear Wheels, Hubs and Tires:

Rim clamp (slippage)

Loose nuts

Oil/grease leakage around hub and axle

Valve stems proper position and dust caps

Tire inflation, condition, tread wear, any objects between duals, wheel spacers and mud flaps.

U-bolts, hangers or shackles, springs for cracked or missing leafs.

Slack adjustors and brake lines.

Left side for body damage (box or deck), clearance lights and door security.

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REAR OF VEHICLE

- Check** - Doors, tailgate, license plate, fresh damage, check and clean all lights (tail, clearance, plate and right turn signal, back-up light lens).
- Fire extinguisher (if it is at back). Fully charged and in proper location.
 - The outriggers if fully retracted and booms in their stowed position and securely strapped down (using all straps).
 - Deck area for loose storage of materials, and compartments for good housekeeping - rearrange and secure as required.
 - Hoses on hydraulic equipment, chassis for leaks, and auger/Kelly bar bolts.

TOWED EQUIPMENT

- * **Check** - Tow-hooks, safety chains, trailer electric connections, tires, lights, springs, wheel nuts, load binders for operation, condition, or damages (should be with unit hooked to vehicle). Also check load security and mark trailer number on inspection form each time you use one (could be two or three a day).

RIGHT SIDE OF VEHICLE

Check - Right Rear Wheels, Hubs and Tires:

Rim clamp (slippage)

Loose Nuts

Oil/grease leakage around hub and axle

Valve stems to hub alignment/dust caps

Tire inflation, condition, tread wear, any objects between duals, wheel spacers and mud flaps.

U-bolts, hangers or shackles, springs for cracked or missing leaves.

Slack adjustors and brake lines.

Right side for body damage (box or deck), clearance lights and door security.

- Visually check under vehicle for damage, frame condition, body mounts, air reservoir or vacuum tank for condition and leaks.
- Exhaust for security and leaks.
- Fuel tank - leaks, condition and security.

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- Clean side windows, mirrors, mirror lights and windshield. Check wiper blade, wiper arm tension and cab lights.

Right Front Wheel:

- Rim clamp (slippage)
- Loose nuts
- Oil/grease leakage around hub and axle
- Valve stem and dust cap
- Check tire - condition, inflation and tread wear

- Check body damage (cab) and right turn signal.

FRONT OF VEHICLE

- Check front of vehicle, lights, license plate, radiator shutters and damage.
- Check visually under front of vehicle. Leaks (oil, coolant, power steering and fuel).

Left Front Wheel:

- Rim clamp (slippage)
- Loose nuts
- Oil/grease leakage around hub and axle
- Valve stem and dust cap
- Check tire - condition, inflation and tread wear

RE-ENTER CAB

- Turn on left signal and depress dimmer switch.
- Check right park light/marker light, headlamps, left turn signal, front and rear.
- Cancel left signal, check four-way flashers (front and rear).
- Check operation of heater (defroster).
- Check brake and back-up lights (with assistance).
- Check boom stow light.

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- Check** - Operation of parking brake; it should hold the vehicle on a 10° slope. This should be done during day.
- Operation of foot brake; it should **stop** the vehicle with the first push of the pedal.
 - Automatic transmission fluid level. Transmission must be at operating temperature. IN NEUTRAL and the engine at an idle if at or below the add mark - top-up with automatic transmission fluid, Dexron II, as required.

NOTE: Disengage PTO prior to driving away, light should go out.

Inspect and Clean Aerial Buckets For:

1. Contaminants such as dirt, oil, grease, tar, etc.
2. Check for damages, cuts, bruises, gouges, cracks, unauthorized modifications, etc.
3. Remove unnecessary tools, materials and debris.
4. Check that bucket liner is secured to the bucket.

Inspect - Winch cable and rope for wear or damage every time one is used.

After completing the Daily Check, the operator will sign the appropriate block on the check list and forward to Supervisor any items that require immediate action.

2. WEEKLY

- Cleanliness and housekeeping (Vehicle Practice VP 01 05). The vehicle and equipment windows should be clean, floors swept, any unnecessary papers and garbage thrown out. The outside appearance should be clean, the paint work should be in good condition and excessive rusting reported.

Check - Tire pressure in all tires, including the spare. Use a gauge that reads 100 or more psi.

The recommended air pressure for truck tires is given in Table I (VP 03 16 page 1-2). Most units give manufacturer maximum pressures stamped on the side wall of the tire or listed in the vehicles's operation manual. Record on the Daily Check Sheet.

- Check hydraulic oil level and top up as required (Univis N-22).
- Brake fluid level in master cylinder if low - top up with brake fluid.
DO NOT SUBSTITUTE.

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- Inspect**
- Hydraulic lines and tubings for chafing, kinking or any other damages.
 - Fibreglass booms and metal booms for cracks, damage and cleanliness VP 03 14.
 - Check lanyards and auger storage cables/ropes for damage.
 - Check the vehicle permit, insurance, credit cards, and MVI sticker.

Enter the Friday's odometer (km) and engine hour reading.

Sign the Weekly Checklist.

NOTE:

The current revision of the Pre-Trip Form, form # 80-50-0040 is Rev.02-07.

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APPENDIX II (cont'd)

Drivers Inspection & Checklist (Pre-Trip) Vehicle & Equipment (Class 3, 4, 5 & 6)



Vehicle #	Location	Year & Month									
OK <input type="checkbox"/> ADD <input type="checkbox"/> REQUIRES REPAIR <input type="checkbox"/>		MON. (Date) []	TUES. (Date) []	WED. (Date) []	THURS. (Date) []	FRI. (Date) []	SAT. (Date) []	SUN. (Date) []			
DAILY		✓ OK	✓ Add	✗ Repair	✓ OK	✓ Add	✗ Repair	✓ OK	✓ Add	✗ Repair	
Engine Oil Level											
Coolant Level & Leaks											
Belts-Tension & Condition											
Power Steering Fluid Level and Steering Components											
Windshield Washer Fluid											
Fuel Leaks											
Adjust Seat, Mirrors, Check Seat Belt Condition											
Ammeter, Oil Gauges & Air Gauges (Emergency Warning Systems) Boom Stow Light											
Radio - Two Way											
Horns - All Electric & Air											
Windshield Wipers, Washer, Defroster & Heater											
Check Lights, Mirrors & Glass											
Clutch Pedal Clearance (1 1/2" Free Play)											
First Aid Kit, Fire Extinguisher and Hazard Warning Kit in Proper Locations and Serviceable											
Check for Recent Body or Equipment Damage											
Exhaust System											
Springs											
Wheel Nuts & Axle Nuts, Wheel Chocks											
Inspect Tires											
Outriggers Retracted, Booms in Rest & Straps Secured											
Check Stowage of Materials & Deck for Good Housekeeping and Load Security											
Oil Leaks Hydraulic & Chassis											
Check Towed Equipment (Trailer) Safety Chains, Trailer Plug & Wiring, Connections, Tires, Lights and Springs, Load Binders, Wheel Nuts											
Trailer Number											
Chassis Tow Connections - Hitch, Safety Chain Eyes, Plug, Front Tow Hooks											
Parking & Foot Brake (Visual Adjustment)											
Automatic Trans Level											
Inspect & Clean Aerial Buckets											
Damaged or Worn Winch Cable/Ropes (During Day)											
DAILY CHECKS TO BE SIGNED HERE											
WEEKLY									✓ OK	✓ Add	✗ Repair
Cleanliness & Housekeeping of Vehicle											
Check Tire Pressure Using Pressure Gauge											
Check Hydraulic Oil Level											
Brake Fluid											
Copy of Aerial Device Operator's Manual in Cab											
Inspect for Worn or Chafed Hydraulic Lines											
Inspect Booms for Damage and Cleanliness											
Check Lanyards & Auger Storage Cables (Ropes)											
Check Insurance Card, Registration, License Plates, MVI Sticker, and Dielectric Stickers											
Odometer Reading Weekly (km)									Weekly Engine Hrs.		

WEEKLY CHECKS TO BE SIGNED HERE. _____

*See Back for Comments
and List of Defects Noted.*

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APPENDIX III

PROCEDURE: DRIVER'S DAILY INSPECTION AND CHECKLIST

CLASS 9, FORKLIFTS ONLY

Check

Each day prior to using the vehicle, do a walk around inspection.

- Propane cylinder - Safety straps secure, pressure relief valve turned up, fuel level good, open cylinder valve. Look for frosty areas, smell and listen for leaks.
- Battery - (Electric trucks only) charger turned off, cables in good shape, cell electrolyte level good.
- Engine compartment - Check oil, hydraulic, radiator and transmission levels.
- Left and right side wheels - Remove wire or string caught in wheels, ensure all lug nuts are present, look for unusual wear or bonding problems.
- Forks and carriage assembly - Inspect forks for cracks or bends and make sure they are locked into place. Chains must have equal tension. Mast channels must be clear. Hoses must be in good shape with no leaks.
- Operating controls - Seat and seat belts must be in good condition. Press brake to ensure it will not move to the floor panel. Start engine, drive forward, check steering and braking. Do the same process in reverse. Ensure lift, tilt, and additional hydraulic systems all move freely. Test horn, lights, and gauges. Neutralize controls, set park brake, and look for oil and coolant leaks around truck.
- Check for any recent body damage.


Monthly Inspection

- Check tire pressure with gauge (pneumatic tires).
- Check all belts for tension and condition.
- Check condition of air filter.
- Battery (electric trucks only) - check that electrolyte level in two or three cells is good and record hydrometer readings on back of check sheet.

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DRIVERS INSPECTION & CHECKLIST FORK LIFT ONLY CLASS 9		 <small>NOVA SCOTIA POWER An Enerna Company</small>						
VEHICLE NO. _____ DATE _____ LOCATION _____								
KILOMETRES _____	HOURS _____	<input type="checkbox"/> For defect	<input type="checkbox"/> Add	<input type="checkbox"/> For O.K.				
DAILY INSPECTION _____	DAY	1	2	3	4	5	6	7
check propane cylinder pressure relief valve and fuel level								
inspect for leaks								
check crankcase and hydraulic oil								
check radiator coolant level								
check battery (electrolyte and charge level)								
check tire and wheel condition								
check forks and mast assembly								
start truck (unusual noise?)								
check gauges, lights and horn								
check service brake								
check parking brake								
check hydraulic controls								
check plug connection (electric)								
check for oil leaks								
check for obvious damage								
MONTHLY INSPECTION	MONTH							
check tire pressure with gauge (pneumatic tires)								
check all belts for tension and condition								
check condition of air filter								
battery (electric trucks only) check electrolyte level in two or three cells and record hydrometer readings on back of sheet								
Note: Driver to report all defects to Supervisor on the Vehicle Trouble Report								
Employee: _____				Supervisor: _____				

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Monthly Hydrometer Readings			
	Battery No.	Cell No.	Specific Gravity Reading
1.			
2.			
3.			

Comments:
