

## PASSENGER VEHICLE INSPECTION PROGRAMS

Vehicle inspection is the first line of defense in ensuring that a motor vehicle is in safe operating condition. However, its benefits affect many areas other than safety.

Passenger auto fleets should be inspected and maintained to control hazards much like a truck fleet. These fleets usually consist of vehicles assigned to management, marketing/sales, light delivery, chauffeurs, and the incidental drivers who use the pool car.

### NEED FOR INSPECTIONS

Safety is the number one reason for instituting a vehicle inspection program. The program is aimed toward detecting equipment failure, excessive wear and lack of regular service—which increase the likelihood of breakdown and accidents.

All companies are concerned with the image they project to their customers and the general public. The fleet drivers bring that image to the customer's door. Regular inspection of vehicles will help ensure that the image projected is your best.

Unfortunately, unless the vehicle is running poorly, many drivers will not take the time to have scheduled maintenance completed. Through a vehicle inspection program, management can identify these drivers and reinforce good maintenance practices.

Pure economics lead many managers to institute passenger vehicle inspection programs. Inspections ensure regular service, catch small problems before they become big ones, and help resale value.

### DEVELOPING THE PROGRAM

As with most loss control efforts, it is best to develop a written program or policy. This encourages uniformity and acceptance, while eliminating confusion. Items to consider in the development of the program include:

**Reasons for the vehicle inspections.** Include driver safety, economics, and desire to ensure the fleet is maintained in top condition.

**Frequency of inspections.** Regular, scheduled inspections add credibility to the program. Select monthly, quarterly, or semi-annually, with interim inspections when vehicles are reassigned.

**Who will be responsible?** The inspector can be anyone with a basic understanding of vehicle operation, who is not the driver.

**The inspection form.** Standard inspection forms should be used in all cases. The form should cover all important areas, yet be simple to use.

The sample form on the next page can easily be adapted to meet the needs of most fleets. It provides for both a visual review of the vehicle and an evaluation of basic “mechanicals.” The physical inspection of the vehicle involves two people, usually the inspector and the driver.

The inspector should be provided with a pressure gauge for the tires and a paper towel to check oil. The inspector should be prepared to operate the vehicle and evaluate the air conditioning/heating, brakes, lights, engine, and exhaust.

**Follow-up.** After all reports are reviewed, the driver should be notified of any needed improvements, including more frequent service, specific mechanical or body work, and cleaning.

The Vehicle Inspection Program is an important part of any fleet loss control program. It is a valuable tool for the fleet manager concerned about the condition of the fleet and the driver's attitudes and abilities.

*The information and recommendations contained in this material have been obtained from sources believed to be reliable. However, SECURA accepts no legal responsibility for the accuracy, sufficiency, or completeness of such information. Additional safety and health procedures may be required under particular circumstances.*

# AUTOMOBILE SAFETY CONDITION REPORT

DATE	OFFICE	CO. CAR NO.	DRIVER	DEPARTMENT		
YEAR, MAKE, MODEL		PRESENT MILEAGE	LICENSE NO. & STATE	SERIAL NUMBER		
<b>M A I N T E N A N C E</b>	<b>INTERIOR:</b> 1. Are the following free of rips, tears, soiling, or unusual signs of wear Carpet? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO Upholstery? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO Door Panels? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO Floor Mats? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO  2. Is trunk compartment neat, clean, and undamaged? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO  3. Do the dash panel instruments, gauges, and lights function properly? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO  4. Do the window cranks, door handles, air vents, or accessories function properly? <input type="checkbox"/> YES <input type="checkbox"/> NO  5. Do washers and wipers function properly? <input type="checkbox"/> YES <input type="checkbox"/> NO  6. Does the air conditioner work properly? <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>M A I N T E N A N C E</b>	<b>ENGINE:</b> 1. Does the engine start correctly? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Does the engine idle properly? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Is the battery in good condition? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 4. Are the radiator and heater hoses in good condition? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 5. Is the engine free of dirt, rust, oil, or grease? <input type="checkbox"/> YES <input type="checkbox"/> NO 6. Is the oil level at or near "full" mark on the dipstick? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO		
	<b>EXTERIOR:</b> 1. Has the car been recently washed? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Is the car free of accident damage? If "no," was a report submitted to the Fleet Administrator? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Is the metal/trim free of pitting or rusting? <input type="checkbox"/> YES <input type="checkbox"/> NO 4. Are the windows free of cracks, stone marks, pits or scratches? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 5. Is there any spotting of the pavement under the vehicle from leaking oil, transmission fluid, or antifreeze? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO			<b>S A F E T Y</b>	<b>PREVENTIVE MAINTENANCE:</b> 1. Is the Preventive Maintenance Record being kept up to date? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Date of last oil change _____ 3. Mileage of oil change previous to last _____ 4. Does maintenance seem adequate? .... <input type="checkbox"/> YES <input type="checkbox"/> NO	
	<b>TIRES: Actual Pressure/Tread Depth</b> Left Front ____/____ Right Front ____/____ Left Rear ____/____ Right Rear ____/____ Spare ____/____ 1. Are the tires properly inflated? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Are the tires wearing evenly? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Are the tires free of splits, cuts, and bruises? <input type="checkbox"/> YES <input type="checkbox"/> NO 4. Is the spare tire in good shape? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO 5. Are the tires safe? (Min. tread depth 1/8") <input type="checkbox"/> YES <input type="checkbox"/> NO 6. Is the car properly aligned? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO				<b>G E N E R A L</b>	1. Is the car free of trailer hitches, CB radios, decals, stickers, etc.? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO If no, identify the item below.  2. Unusual Features: _____ _____ _____
Comments (by operator or inspector) _____ _____ _____						

In my opinion, the subject car should be graded:

- Sharp   
  Good   
  Fair   
  Poor  
 Needs improved maintenance

\_\_\_\_\_  
 Operator  
 \_\_\_\_\_  
 Safety Reviewer