VERMONT LEAGUE OF CITIES & TOWNS

89 Main Street, Suite 4
Montpelier, Vermont
05602-2948

Tel.: (802) 229-9111
Fax: (802) 229-2211

e-mail:
info@vlct.org

web:
www.vlct.org

MEMORANDUM

To: Municipal Public Works Officials

From: PACIF Loss Control

Date: February 17, 2016

RE: Sample Daily Commercial Motor Vehicle Inspection Form

While researching the issue of commercial motor vehicle daily inspections, we learned that neither the FMCSA, nor Vermont DMV actually require pre or post trip inspections for municipal commercial motor vehicles. However, in our discussions with both agencies, they were quite clear that they **highly recommend that municipalities do these inspections**. We believe that completing daily vehicle inspections is a risk management best practice and agree that **municipalities should be doing these as part of their safety and risk management program**.

Many municipalities currently perform some type of vehicle inspections on their commercial motor vehicles, though the nature of the inspection performed, format used to accomplish the inspection and documentation range widely. As a result, PACIF has developed the attached "Daily Vehicle Inspection Report Form" that can be used to complete daily safety inspections of commercial motor vehicles. We encourage members to use this form, or something similar, to document their inspections and ensure that their commercial motor vehicles are as safe as they can be each and every day.

Some of the benefits of using this form include:

- An easy to read list of key vehicle systems and safety equipment.
- A checkbox for each item and each day of the week (knowing that operations sometimes run around the clock).
- A space for listing defects identified during the inspection and for documenting that repairs have been completed.
- A clean, simple form that can be printed and used as you wish. Should individual municipalities wish to add items or otherwise edit the form, a excel version is available upon request.

Completing daily inspections of your commercial motor vehicles is the best way to ensure that they are safe to operate and it increases the likelihood that they will be ready when they are needed. If you have any questions about the vehicle inspection process, requirements or any other commercial motor vehicle program issue, please contact your local PACIF loss control consultant, or contact us in the office at 800-549-7915 or via email at losscontrol@vlct.org.

Sponsor of:

VLCT Employment Resource and Benefits Trust, Inc.

VLCT Municipal Assistance Center

VLCT Property and Casualty Intermunicipal Fund, Inc.

Daily Vehicle Inspection Report

Week Ending Date (Saturday): _____ Vehicle ID_____

Operator(s) Name:_____ Weekly Beginning Odometer:_____ Weekly Ending Odometer:_____

✓ if OK ✗ if defective "**NA**" if not applicable

ALL MUST BE IN GOOD WORKING ORDER WITH NO DEFECTS	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	**Defect Comments** Note and bring any defects to Foreman or mechanics attention.	**Repairs Performed** Note, sign and date when repaired or safe to operate.
Lights, Signals and Reflectors									
Tires, Rims and Lugs									
Service Brakes (leak, alarm, buzzer)									
Parking Brake									
Suspension & Springs									
Steering									
Engine & Driveline									
Visual Under Hood									
Fluid Levels									
Gauges									
Interior Equipment Secure									
Mirrors & Windshield									
Wipers and Washer Fluid									
Heater, AC & Defrost									
Horn									
Emergency & First Aid Equip.									
Coupling Devices									
Attached Equipment (plow, sander, etc.)									
Operator's Initials →									

Additional Comments:

Retain completed reports for a minimum of 1 year.