

## Vehicle Inspection and Maintenance



This publication provides agency employees with essential guidelines for the inspection and maintenance of vehicles. Regular vehicle upkeep ensures safety, reduces downtime, and extends the life of the vehicle. Routine inspections help identify mechanical issues before they become serious problems. They also ensure compliance with local, state, and federal regulations and contribute to the safety of employees and the public.

### Daily Vehicle Inspection Checklist

Before operating any vehicle, employees should perform a quick walk-around inspection. Key items to check include:

- **Tires:** Proper inflation, tread depth, and visible damage
- **Lights:** Headlights, brake lights, turn signals, and hazard lights
- **Fluids:** Oil, coolant, windshield washer, and brake fluid levels
- **Brakes:** Functionality and unusual noises
- **Mirrors and Windows:** Clean and undamaged
- **Leaks:** Check under the vehicle for fluid leaks
- **Emergency Equipment:** First aid kit, fire extinguisher, and warning triangles

*Any issues should be reported immediately, and the vehicle should not be operated until it is deemed safe.*

### Scheduled Maintenance

Vehicles should follow a preventive maintenance schedule based on mileage, engine hours, or time intervals. This includes:

- *Oil and filter changes*
- *Brake inspections and replacements*
- *Transmission and coolant flushes*
- *Battery checks*
- *Tire rotations and alignments*
- *Emission system inspections*

Maintenance schedules should be tracked using a centralized fleet management system or logbook.

### Employee Responsibilities

The following responsibilities outline the key actions personnel should take to ensure vehicles remain in top condition:

- Conduct daily inspections and report issues promptly
- Keep vehicles clean and free of debris
- Refuel at designated locations
- Never ignore warning lights or unusual vehicle behavior
- Ensure all maintenance and inspection records are up to date

### Benefits of a Strong Vehicle Maintenance Program

A proactive maintenance program delivers wide-ranging benefits for both the agency and its employees. Here are some of the most impactful advantages:

- Reduces risk of accidents and breakdowns
- Lowers repair and replacement costs
- Improves fuel efficiency and vehicle performance
- Enhances public trust in agency services
- Ensures compliance with safety and environmental regulations