City of Crystal Lake
Department of Public Works
Vehicle Inspection, Maintenance & Operations Policy

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Approved By:	**M. Magnuson**
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PURPOSE

The City of Crystal Lake Public Works Department has developed this policy to establish procedures and guidelines for vehicle maintenance, operations, and inspections.

SCOPE

This policy establishes procedures for City of Crystal Lake Public Works Department vehicle maintenance, operations, and inspections with the purpose of reducing the risk of property damage and injury while operating vehicles.

RESPONDSIBILITIES

Management:

- Management shall implement all sections of this policy.
- Management shall license and insure City owned or leased vehicles as required by applicable local, state and federal laws and City policies and directives.
- Management will train employees on vehicle inspections, maintenance and operations.
- Management will address the safe condition of vehicles owned and operated by the City, as well as the deficiencies when reported by staff.
- Management will coordinate required inspections (e.g. State Truck Safety) and periodic maintenance on vehicles.
- Management will remove vehicles with any safety defect from service immediately.

Employees:

- Employees shall follow all applicable portions of this policy.
- Employees shall operate City owned or leased vehicles in a safe, responsible manner.
- Employees shall operate City owned or leased vehicles in accordance with applicable local, state and federal laws.
- Employees shall conduct a pre-trip inspection before a vehicles use and complete the necessary inspection checklist as required by this policy.
- Employees will immediately report any safety defects or vehicle problems to their Supervisor.

VEHICLE INSPECTIONS

Inspections identify potential issues before those issues cause accidents, vehicle damage, or injury. Documented inspections should be completed on a regular basis for all vehicles.

- CDL vehicles require that a CDL pre-trip inspection (*Appendix A*) be conducted by the driver before the vehicle's first daily use.
- CDL pre-trip inspections should assess the functionality of head lights, taillights, wipers, brakes, and steering, confirm the vehicle is without damage or maintenance alerts, tires are inflated, gas tank is filled to sufficient volume, and all emergency equipment is present.
- A pre-trip inspection for non-CDL vehicles (*Appendix B*) shall be conducted before the vehicles first use each week (typically Monday under normal operation) to assess interior and exterior of the vehicle checking the lights, fluids, general functionality, and noting any damage.

VEHICLE MAINTENANCE

Proper maintenance of vehicles increases the reliability of equipment and helps to prevent damage and injuries that may be caused by equipment failure.

- Manufacturer's recommendations should be followed when conducting preventative maintenance.
- Maintenance frequencies may be determined based on mileage, vehicle lifespan, and management discretion Written records should be maintained for all repairs and maintenance work performed on any vehicle.
- City owned vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the employee shall notify their Supervisor, and the vehicle will be immediately placed out of service.
- Only City of Crystal Lake Public Works Department personnel, employees authorized by the Fleets Superintendent or Supervisor, or approved contract service providers are permitted to perform maintenance on City owned vehicles.

VEHICLE OPERATION

The safe and effective operation of vehicles.

- Only City of Crystal Lake authorized employees may operate a City owned or leased vehicle.
- All authorized employees must possess a valid state driver's license for the class of vehicle required for their position. If an employee's Illinois issued license has expired, been suspended or revoked for any reason, the employee must immediately report this to the Supervisor or Superintendent.
- Authorized employees must have a driving record that meets the requirements for their applicable level of licensure (Class A, B, C, CDL, etc.).
- All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.
- All vehicle occupants shall wear seatbelts in City owned vehicles.
- City owned vehicles will operate headlights, strobes, warning lights, arrow sticks and other warning devices in accordance with the Public Works Department's Work Zone Safety Policy and Temporary Traffic Control Guidelines.

TRAINING

Upon initial hiring employees will review this policy, and receive training covering the elements of vehicle inspections, maintenance, and operations. Thereafter, refresher training will be repeated as deemed necessary.

Training will include:

- Review of this policy
- Overview of the pre-trip inspection and the required inspection checklists (*Appendix A & B*)
- Vehicle maintenance requirements
- Safe vehicle operation procedures

POLICY REVIEW

The Public Works Department will review the Vehicle Inspection, Maintenance & Operations Policy on a 2-year cycle and update the policy as needed.

APPENDIX A

Date	Time AM/PM	Hours/Miles	CDL PRE-TRIP INSPECTION EVALUATION SCORE SHEET	RESULT	
Vehicle/Trailer Plate #		Truck/Trailer #	Deficiencies reported to:	Number of errors _____	Passing ☐
DRIVER'S SIGNATURE				Unsatisfactory ☐	Mechanical OOS ☐

TYPE OF VEHICLE			*PRE-DRIVE CHECKLIST*		Engine Compartment		*ALL VEHICLES*			
Truck	☐				Oil level	☐	Engine Start			
Trailer	☐		1. Turn signals F/B	☐	Coolant level	☐	Temperature	☐	Mirrors, windshield	☐
Vehicle axles	2	3	2. Brake Lights	☐	Power steering fluid/belt	☐	Oil pressure	☐	Wipers/washers	☐
Trailer axles	1	2	3. Horn	☐	Water pump (belt)	☐	Ammeter/voltmeter	☐	Lighting ind (L-R-4-H)	☐
Air brakes	Yes	No	4. Emergency Flashers	☐	Alternator (belt)	☐	*Air brake check (C-O-L-A)	☐	Horn(s)	☐
* If vehicle has no air brakes, put a line through these components.					*Air compressor (belt)	☐	Steering play	☐	Heater/defroster	☐
					Leaks/hoses	☐	Parking brake/hydraulic	☐	Safety belt/emerg (F-E-T)	☐

TRUCK/TRACTOR

Front of Vehicle	Pass	Fail
Lights	☐	☐
Steering box/hoses	☐	☐
Steering linkage	☐	☐

Front Suspension	Pass	Fail
Spring/air	☐	☐
Spring mount	☐	☐
Shock absorber	☐	☐

Front Wheel	Pass	Fail
Rims	☐	☐
Hub oil seal	☐	☐
Tires (I-C-D)	☐	☐
Lug nuts	☐	☐

Front Brake	Pass	Fail
*Slack adjustor	☐	☐
*Brake Chamber	☐	☐
Brake hoses/lines	☐	☐
Brake drum/linings	☐	☐

Under Vehicle	Pass	Fail
Drive shaft	☐	☐
Exhaust system	☐	☐
Frame	☐	☐

Rear Wheels	Pass	Fail
Rims	☐	☐
Tires (I-C-D)	☐	☐
Axle seals	☐	☐
Lug nuts	☐	☐
Spacers	☐	☐

Rear Suspension	Pass	Fail
Springs/air/torque	☐	☐
Spring mounts	☐	☐
Shock absorbers	☐	☐

Rear Brakes	Pass	Fail
*Slack adjustor	☐	☐
*Brake chamber	☐	☐
Brake hoses/lines	☐	☐
Brake drum/linings	☐	☐

Rear of Vehicle	Pass	Fail
Mud Flaps	☐	☐
Lights	☐	☐
Doors/Tailgates	☐	☐

Safety Lane Sticker

Date: _____

Acronyms

C-O-L-A: Cut in, Cut out, Low air warning, Air leakage
ICD: Inflation, Condition, Depth (tread)
FET: First aid, Extra fuses, triangles
OOS: Out Of Service

COMMENTS:

APPENDIX B

City of Crystal Lake
Public Works Divison
Weekly Vehicle/ Equipment Inspection Form

Unit # _____ Date: _____

Employee Name _____

Description	Status Box	Comments X = Item OK, RR = Repair Request Attached, RVM = Referred Directly to Fleets Tech (list Tech's name in comments)
Walk Around Exterior Inspection		
Body (not if any visable damage)		
Tires - Visuals		
Cleanliness		
Interior		
Back Up Horn		
Horn		
Wipers/Washers		
Window Operation		
Emergency Brakes		
Seat Belts		
Gauges and Snow plow Controls (if connected)		
Door Locks		
Cleanliness (Clean out all garbage)		
Fire extinguisher		
First Aid Kit		
Lights		
Head light - Low		
Head light - High		
Brake Lights		
4-way Flashers		
Mars Light		
Turn Signals		
Interior		
Dash		
Fluids		
Motor oil		
Hydraulic oil (As Required)		
Grease (As Required)		
Transmission Fluid		
Washer Fluid		
Brake Fluid		
Coolant Level		
Is Radiator Clean		
Note any leaks or engine Concerns		
Fuel level (Fill up if less than 1/2 tank)		
Additional Items if on this Unit		
Decks and/or Attachments		