

Policy: AD-08-01

Policy Title: Vehicle Inspection Policy

Policy Purpose: Ensure vehicle is inspected properly and ensure associate is aware of surroundings prior to operating vehicle.

Implementation Date: 1/9/2008

Revision Date: N/A

CITY OF WESTFIELD PUBLIC WORKS DEPARTMENT DAILY VEHICLE INSPECTION

This policy will set forth guidelines regarding daily vehicle inspections within the Public Works Department (WPWD). All WPWD associates shall comply with the following guidelines:

Associated Assigned Vehicle

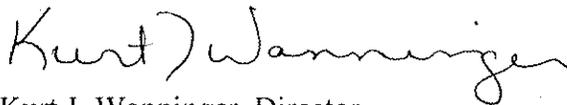
1. Before operating the associate assigned vehicle at the start of the workday, or when operating the vehicle for the first time within a given work shift; first, visually inspect exterior/interior of vehicle and complete the list of required items on the Vehicle Inspection Card (VIC).
2. After completing the inspection and filling out of the VIC, sign the designated VIC in the proper location, verifying that the daily vehicle inspection was completed by the associate.
3. The associate to whom the vehicle is assigned shall turn in VIC, at the first of the month to the Director of the Public Works Department or their designated assignee, at which point a new card will be distributed. VIC's will be randomly inspected to ensure that the VIC's are being completed daily. Failure to complete the VIC will result in progressive discipline per the City of Westfield's Personnel Policies, Procedures, and Benefits Manual.
4. Notify any new damage or non-working vehicle equipment/accessories to immediate supervisor immediately. Failure to report any new damage will result in progressive discipline per the City of Westfield's Personnel Policies, Procedures, and Benefits Manual.
5. **It is mandatory that prior to using any vehicle or WPWD equipment, a walk around shall be performed to make yourself aware of your surroundings.**

Pool Vehicle/Unassigned Vehicle

1. Before operating a pool vehicle, or a vehicle that an associate is not assigned to, the associate shall at the start of the workday, or when operating the vehicle for the first time within a given work shift; first, visually inspect exterior/interior of

vehicle and complete the list of required items on the Vehicle Inspection Card (VIC).

2. After completing the inspection and filling out of the VIC, sign the designated VIC in the proper location, verifying that the daily vehicle inspection was completed by the associate.
3. The Division Supervisor to whom the vehicle is assigned shall turn in VIC, at the first of the month to the Director of the Public Works Department or their designated assignee, at which point a new card will be distributed. VIC's will be randomly inspected to ensure that the VIC's are being completed daily. Failure to complete the VIC will result in progressive discipline per the City of Westfield's Personnel Policies, Procedures, and Benefits Manual.
4. Notify any new damage or non-working vehicle equipment/accessories to immediate supervisor immediately. Failure to report any new damage will result in progressive discipline per the City of Westfield's Personnel Policies, Procedures, and Benefits Manual.
5. **It is mandatory that prior to using any vehicle or WPWD equipment, a walk around shall be performed to make yourself aware of your surroundings.**



Kurt J. Wanninger, Director
Westfield Public Works Department

ITEMS TO BE CHECKED <i>(Circle items applicable to your vehicle type only)</i>	
1	CLEANLINESS/DAMAGE/MISSING ITEMS <i>(Interior/Exterior)</i> UNUSUAL NOISE OR OCCURRENCE <i>(During operation)</i>
2	LEAKS/FLUID LEVELS <i>(Visually check for any leaks/check oil/coolant/hydraulic/transmission/brake fluid)</i>
3	SAFETY DEVICES <i>(Wiring/lights/horn/warning devices/sirens/reflectors/mirrors/seat belts/back-up alarm)</i>
4	INSTRUMENTS/GAUGES <i>(Operation & readings)</i>
5	DRIVE BELTS <i>(Fraying/ cracking/ tension)</i> PULLY / MOTOR <i>(Air / hydraulic / electrical)</i>
6	STEERING/ SPRINGS/ SHACKLES <i>(Free play/excessive wear)</i>
7	EXHAUST SYSTEM <i>(Damage/ leaks)</i>
8	TIRES/ WHEELS <i>(Lug nuts/ cracks/air pressure)</i>
9	HEATER/ DEFROSTER/ AIR-CONDITIONER
10	BRAKES <i>(Servicing-Parking)/ CLUTCHES (Operate)/ ACCELERATOR PEDAL (Damage/worn)</i>
11	WINDSHIELD <i>(Wipers/ washer fluid/ cracks)</i>
12	HYDRAULIC HOSES <i>(Damage/ frayed)/ CYLINDERS/ VALVES (Damage/leaks)</i>
13	SAFETY DEVICES <i>(fire extinguishers, safety vest, first aid kit, hard hat)</i>
14	POWER TAKE-OFF (PTO)
15	WINCH/TOW CONNECTIONS
16	AIR TANKS <i>(Drain daily or after operation)</i>
17	PUMPS / PIPING / DISCHARGE VALVES FOR LEAKS, CORROSION / SPARE BARS
18	HOSE / REELS / HANDLINES / TURRETS <i>(Operation/all functions)</i>
19	OTHER <i>(Specify)</i>
20	OTHER <i>(Specify)</i>
21	OTHER <i>(Specify)</i>
22	OTHER <i>(Specify)</i>
23	OTHER <i>(Specify)</i>
24	OTHER <i>(Specify)</i>
25	OTHER <i>(Specify)</i>
26	OTHER <i>(Specify)</i>
27	OTHER <i>(Specify)</i>
28	OTHER <i>(Specify)</i>
29	OTHER <i>(Specify)</i>
30	OTHER <i>(Specify)</i>
31	OTHER <i>(Specify)</i>
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34	OTHER <i>(Specify)</i>
35	OTHER <i>(Specify)</i>
36	OTHER <i>(Specify)</i>
37	OTHER <i>(Specify)</i>
38	OTHER <i>(Specify)</i>
39	OTHER <i>(Specify)</i>
40	OTHER <i>(Specify)</i>

Vehicle Inspection Card (VIC)				MONTH/YEAR	
VEHICLE NUMBER		REGISTRATION NO.			
DEPARTMENT		DIVISION			
VEHICLE ASSIGNED OPERATOR					
OPERATOR'S SIGNATURE SIGNIFIES ACCOMPLISHMENT OF CHECKS (LAST NAME ONLY REQUIRED)					
DAY	SIGNATURE	DAY	SIGNATURE	DAY	SIGNATURE
1		11		21	
2		12		22	
2		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
				31	

