

CITY OF SACRAMENTO

ADMINISTRATIVE POLICY INSTRUCTIONS

Topic: City Employee's Transportation Policy and Procedures

Effective Date: 10/01/2001

From: Department of Public Works Maintenance Services Division

Supersedes: GSPD-92-1 Dated: 03/15/1992

To: Department Directions/Division Managers

Section: API# 29

Handwritten signature of Mike Kashiwagi

MIKE KASHIWAGI Director of Public Works

APPROVED: Handwritten signature of Robert P. Thomas ROBERT P. THOMAS City Manager

SUMMARY OF CONTENTS

Table with 3 columns: Topic, Page No., Last Revision. Rows include Purpose and Scope, Policy, Definition, Transportation Availability of City Vehicles, After Hour Availability of City Vehicles, Use of Privately Owned Vehicles, Assignments of City Owned Vehicles, and Use of Privately Owned Vehicles.

<u>Topic</u>	<u>Page No.</u>	<u>Last Revision</u>
9. Reimbursement for Use of Privately Owned Vehicles.....	9	7/01
10. Collision (Accident) Reporting and Incidental Damage.....	9	7/01
11. Traffic Citations.....	10	7/01
12. City Equipment in Privately Owned Vehicles.....	10	7/01
13. Seat Belts.....	10	7/01
14. Marking and Identification of City Vehicles,..... License Plates, Logos, Decals and Bumper Stickers	11	7/01
15. Appendices.....	12	7/01
15.1 Insurance Certification		
15.2 Driver's Report of Accident		
15.3 Report of Incidental Damage		
15.4 Vehicle Assignment Request		
15.5 Daily Vehicle Condition Report		

1. PURPOSE AND SCOPE

- 1.1 To establish the policy, procedures and guidelines for use of City or privately owned vehicles to perform City business. The provisions relating to city owned vehicles apply to all vehicular equipment. This procedure applies to all City employees and officials, and supersedes all other directives previously issued pertaining to use of City owned or personal vehicle use on City business.

2. POLICY

- 2.1 It is the policy of the City to provide employees with suitable transportation to conduct official business. In most cases this will be a City vehicle. However, with approval of the City Manager and the concurrence of the employee, a privately owned vehicle may be authorized for use by an employee, to conduct City business. It is the policy of the City that no employee will suffer a personal financial loss in carrying out city business.
- 2.2 The City Manager has the responsibility for administration of the provisions of this policy.
- 2.3 Assignment of City owned vehicles or the reimbursement for use of privately owned vehicles must be justified in writing to the City Manager and are subject to periodic review.
- 2.4 City vehicles provided shall be used only for official City business. Reimbursement for mileage does not include conducting personal business. City and privately owned vehicles being used for City business shall be operated in a manner consistent with all safety and legal requirements of the City and State.
- 2.5 Thirty (30) days notice will be given prior to termination or modification of the assignment of a City vehicle or the reimbursement for use of privately owned vehicles.

3. DEFINITIONS

- 3.1 Term “Out-of-Town” means travel beyond twenty-five (25) miles of the City limits.
- 3.2 Term “Duty Hour Retention” means vehicle assignment on a continuous basis during duty hours.

- 3.3 Term “Overnight Retention” means that an individual may be assigned overnight retention of a City vehicle when it is deemed in the public interest and the task(s) to be performed requires immediate response during off-duty hours.
- 3.4 Term “Seasonal Overnight Retention” means that an individual may be assigned overnight retention of a City vehicle for a defined period of time.
- 3.5 Term “Intermittent Overnight Retention” means that an individual may be assigned overnight retention of a City vehicle when task(s) performed require employee’s presence at times other than normal work schedule.
- 3.6 Term “Official City Business”, as related to individuals authorized to use their personal vehicles on City business, covers all mileage except normal miles driven to and from an employee’s home and their assigned regular work location.

4. TRANSPORTATION AVAILABILITY

- 4.1 Five types of transportation are available to City employees for use on city business.
 - a. City owned or leased (including those that may be rented from private rental companies) vehicles assigned from the pool for intermittent local or out of town travel.
 - b. City owned or leased vehicles assigned on a full working day basis or on a permanent basis.
 - c. Employee owned vehicles (actual mileage or monthly allowance reimbursement).
 - d. Authorized emergency transportation by private car or taxicab.
 - e. Public carriers (bus or air travel).

5. AFTER HOURS AVAILABILITY OF CITY VEHICLES

- 5.1 City vehicles may be available after hours by making prior arrangements with car pool staff.

6. USE OF CITY OWNED VEHICLES

- 6.1 City owned vehicles shall be used for official City business only and shall be operated in a manner consistent with all safety and legal requirements of the City and State. Employees violating this provision are subject to disciplinary action.
- 6.2 Costs of repairing damage to City vehicles resulting from willful, inappropriate conduct by the employee having custody of the vehicle may be recoverable at the option of the City from the employee.
- 6.3 City owned vehicles shall not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted (i.e., speaker, fellow conference members, etc.). Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
- 6.4 The driver of a motor vehicle used on City business must verify that the vehicle is in good operating condition before embarking on a trip. The following items are to be checked by the driver prior to the use of any vehicle: brakes, fuel, oil, horn, lights, rear view mirrors, steering, and windshield wipers.

Drivers operating vehicles with gross vehicle weight ratings of 10,501 pounds and above must perform a pre-trip and post-trip inspection and turn in a written daily report of vehicle condition to their supervisor (see **Appendix 15.5** for Daily Vehicle Condition Report form). The operating department/division must keep on file the vehicle condition reports for at least thirty (30) days. This inspection is required by the California Code of Regulations, Title 13, Section 1234-(e).

All mechanical defects must be reported to the driver's supervisor and to a Fleet Maintenance shop for repair or correction before being operated or as soon as the problem is identified.

Note: The gross vehicle weight rating (GVWR) is generally indicated on a decal located on the drivers side door jamb. Units with a GVWR of over 10,501 pounds are those vehicles larger than full size pick up trucks.

- 6.5 Pool vehicles shall serve as the primary source of transportation for general, short-term or occasional usage. The following conditions shall exist prior to checking out a pool vehicle:
 - a. The employee needs the vehicle for conduct of official City business;
 - b. The employee may be requested to exhibit a valid California driver's license to the Car Pool Staff;

- c. The employee presents required billing information (i.e., employee identification number, department/division title and organization number).
 - d. The employee has not been denied use of City vehicles for proper cause by the City Manager or department head.
 - e. After checking out a vehicle and making the required trip, the employee shall return the vehicle to the pool. Duration of checkout shall be limited to the shortest practical time so that vehicle utilization can be maximized and fleet size kept at a minimum.
- 6.6 Pool vehicles shall not be utilized by any employee for overnight retention, except when authorized by the department head or division head with a properly filled out Vehicle Assignment Request Form (see **Appendix 15.4**).
- 6.7 Pool vehicles shall not be utilized by any employee for “Out-of-Town Travel” (i.e., 25 miles beyond the City limits) without prior completion and authorization of Travel Request and Claim form (Form 22) and Vehicle Assignment Request Form (see **Appendix 15.4**).
- 6.8 As soon as the pool unit is no longer needed it shall be returned to the City Pool location that unit was acquired from.
- 6.9 Major oil company credit cards shall be available for use by City employees traveling out of town in city vehicles to purchase fuel, oil, and for repairs if needed. Credit cards may be obtained from the City Hall Car Pool and the 24th Street Corporation Yard Car Pool. Employees shall use self-service fuel only, unless it is unavailable. Any unauthorized, non-vehicle related charges will be charged to the operating department or organization.

All receipts for fuel, oil, or vehicle related services purchased must be returned with the credit card at the conclusion of the trip. The City equipment number and mileage at the time of fueling must be written on all receipts for proper accounting of the purchase (s).

Credit cards may be assigned to individuals for special operations. All receipts must be returned to Maintenance Services Division (Fleet Operations) with the City equipment number and mileage at the time of fueling written on it for proper charging of the fuel. Credit cards are for the purchase of fuel and vehicle related services only and only for City Fleet vehicles.

7. ASSIGNMENTS OF CITY OWNED VEHICLES

- 7.1 All individual vehicle assignments must be justified in writing to the City Manager prior to the assignment and are subject to periodic review.

City vehicles may be assigned to individuals when essential to the City for public safety, on-call assignments, and other special or emergency assignments.

- 7.2 Individuals assigned City vehicles shall be responsible for abiding by the provisions of this policy.

Vehicles assigned to individuals shall be made available for official use by other employees during all periods when immediate availability of the assignee is not required. In addition, the assignees are responsible for bringing the vehicles to City Maintenance Facilities at appropriate times when services are due and when notified of required services, inspections, etc.

- 7.3 Assignments to individuals shall be specified as “Duty Hour Retention”, “Overnight Retention”, “Seasonal Overnight Retention”, or “Intermittent Overnight Retention.”

- 7.4 In case of an emergency, a department head may authorize an employee temporarily to retain the vehicle overnight and/or on weekends under certain conditions without prior approval of the City Manager. This approval must be obtained in advance except in an emergency.

Emergency work, in this case, is defined as necessary work requiring immediate attention for the protection of persons or property and specifically requiring the presence of the employee in a supervisory and/or technical capacity to reduce the emergency.

- 7.5 Each year, departments and divisions shall review the necessity for each individual vehicle assignment prior to submitting their budget requests to the City Manager.

- 7.6 Departments and divisions shall maintain a list of existing assignments, including the type of vehicle, position classification and name of the person to whom the vehicle is assigned and justification for the assignment. This list shall, upon request, be sent to the City Manger and all assignments not appearing on the list will be considered in violation of the policy.

- 7.7 Units shall be parked while not being used only in the designated parking location.

8. USE OF PRIVATELY OWNED VEHICLE

- 8.1 The use of privately owned vehicle shall be allowed and encouraged when such use is determined to be in the best interest of the City.
- 8.2 Use of a privately owned vehicle for official City business is voluntary unless specifically stated as a condition of employment.
- 8.3 Privately owned vehicles, while being used for official City business, shall be considered an official vehicle and subject to the following rules:
- a. The vehicle shall be a conventional four-wheel, enclosed vehicle;
 - b. The vehicle shall be equipped with seat belts; and
 - c. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
- 8.4 Any employee authorized use of his/her privately owned vehicle for official City Business shall have:
- a. A valid California drivers license; and
 - b. Sufficient public liability and property damage insurance at least equal to the requirement of the financial responsibility laws of the State of California (Vehicle Code Section 16430). Currently, the requirement is \$15,000/\$30,000.
 - c. The employee must complete the Insurance Certification form and provide to their supervisor (**Appendix 15.1**). An employee receiving mileage reimbursement shall certify that the preceding requirements are met each time a mileage claim is submitted. Employees receiving a monthly automobile allowance will sign a statement certifying that the preceding requirement is met.
- The City may require documentation of such compliance. Falsification of these records shall be grounds for disciplinary action.
- 8.5 Employees receiving a monthly automobile allowance are to use their privately owned vehicles for “Out-of Town Travel” up to 175 miles one way. However, they must comply with the provisions of Section 23a. (4) of Personnel Resolution covering unrepresented officers and Section 6-4 of Administrative Services Policy Instructions, API#7.

- 8.6 In the event that the privately owned vehicle of an employee who is authorized a monthly personal vehicle allowance is out of use for repairs, the City Manager may authorize temporary use of a City owned vehicle for performance of official City business.

9. REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLES

- 9.1 See Administrative Services Policy Instruction API #7, Travel Request Procedure and Expense Reimbursement Process.

10. COLLISION (ACCIDENT) REPORTING AND INCIDENTAL DAMAGE

- 10.1 Reporting of vehicle collisions or accidents by City employees driving a City owned vehicle or their own vehicle on City business is required; it must be prompt, accurate, and complete. The importance of proper and timely reporting cannot be over-emphasized because personal and City liability are involved. Many times the good will of the general public and the City is also in the balance.

Note: Accident reports must be filed with Risk Management within 24 hours or 48 hours if the accident occurs on a weekend.

- 10.2 General instructions in case of any accidents:

- a. Be calm;
- b. Be courteous;
- c. Call the police;
- d. Be sure to notify your supervisor immediately;
- e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss. Leave the handling of the claim to the City's Claims Administrator; and
- f. The driver must **not** admit fault nor discuss the accident with anyone except the police, his supervisor, representative of the Risk Management and Insurance Division, the City's insurance adjuster, or Safety Officer.

- 10.3 The reporting procedure to be followed by City employees who are involved in a vehicle accident while driving a City owned or their own vehicle on City business is listed below:

- a. Call the police immediately. Tell police this is an accident involving a City owned or vehicle on City business;
- b. Complete and distribute copies of Driver's Report of Accident (Form RM2-Rev. 9/93) Appendix 15.2, as noted on lower left corner of form, within 24 hours of incident;
- c. Should it appear that an accident involves serious injuries and/or serious property damage, immediately telephone the City's Safety Officer at 264-5278 (after normal work hours, contact the City Operator at 264-5011);
- d. If the driver is injured and unable to complete the report, the driver's immediate supervisor should complete it.

10.4 Incidental damage to a vehicle or equipment is defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock or any damage not as the result of a collision with another vehicle or object.

- a. Incidental damage must be reported on a City of Sacramento Incident/Loss (Form RM3-Rev. 5/99) Appendix 15.3.

11. TRAFFIC CITATIONS

11.1 Traffic citations issued to an employee while using a City or personal vehicle on City business are the sole responsibility of the employee involved. Parking citations issued to a City vehicle are the responsibility of the employee who parked the vehicle. If the employee cannot be identified, the department or division to whom the vehicle was assigned shall be responsible.

12. CITY EQUIPMENT IN PRIVATELY OWNED VEHICLES

12.1 City equipment may be installed in privately owned vehicles utilized for City business upon the written request of the department head involved and upon the written authorization of the City Manger. Authorization shall be granted only if the use of the private vehicle is covered in Section 8 of this policy. Upon the installation of the City equipment, the employee (i.e., the owner of the vehicle) shall be responsible for any misuse of the equipment involved.

13. SEAT BELTS

13.1 The use of seat belts is mandatory for drivers and passengers of City vehicles or privately owned vehicles when used to conduct official City business whether on public or private property except as exempted by law.

- 13.2 Any legal exemptions must be authorized by written departmental policy that has been approved by the City Safety Office.
- 13.3 Failure to use seat belts may result in disciplinary action pursuant to the Rules and Regulations of the Civil Service Board.

14. MARKINGS AND IDENTIFICATION OF CITY VEHICLES, LICENSE PLATES, LOGOS, DECALS AND BUMPER STICKERS

- 14.1 All City Fleet units shall be identified with the City seal or an approved department seal (Police and Fire) affixed on or near the front door on each side of the vehicle or an appropriate location on miscellaneous equipment.
- 14.2 All City Fleet units shall be identified with City equipment numbers, assigned by Fleet Operations, affixed to the unit visible from the sides, the front and the rear.
- 14.3 All City Fleet units shall be licensed with the State of California with exempt license plates with the exception of undercover and unmarked units as authorized by the Chief of Police.
- 14.4 Units assigned to departments other than the Police Department requiring the use of unmarked vehicles and/or under cover non-exempt license plates must have the prior approval of the City Manager and the Chief of Police.
- 14.5 All bumper stickers, logos, decals, and other markings shall be approved by the City Manager's office.
- 14.6 The Maintenance Services Division (Fleet Operations) shall install all bumper stickers, logos, decals and markings.
- 14.7 No more than two (2) bumper stickers shall be allowed. Under no circumstances are bumper stickers to be placed on trunks, tailgates or other painted surfaces.
- 14.8 No bumper stickers, logos, decals or markings shall contain commercial or political advertisement.
- 14.9 When requesting installation of any items outlined in this policy, an expiration date shall be provided.

15. APPENDICES

15.1 Use of Privately Owned Vehicle on City Business Insurance Certification

15.2 Form RM 2 (Rev. 5/99), Driver's Report of Accident

15.3 Form RM 3 (Rev. 5/99), City of Sacramento Incident/Loss Form

15.4 Vehicle Assignment Request Form

15.5 Daily Vehicle Condition report

S: Fleet/Vehicle Use Policy 10-01.doc

INSURANCE CERTIFICATION

TO: RISK MANAGEMENT

FROM: EMPLOYEE

**SUBJECT: USE OF PRIVATELY OWNED VEHICLE ON CITY BUSINESS
INSURANCE CERTIFICATION**

I, the undersigned, hereby certify that I possess a valid California driver's license and that I have sufficient public liability and property damage insurance, at least equal to the requirements of the Financial Responsibility Laws of the State of California (Vehicle code Section 16430), and that my insurance will operate as primary insurance.

Name _____

Please Print

Signed _____

Date _____



CITY OF SACRAMENTO DRIVERS REPORT OF ACCIDENT

CLAIM NO.

COMPLETION OF THIS FORM IS REQUIRED WHENEVER CITY VEHICULAR EQUIPMENT IS INVOLVED IN AN ACCIDENT THAT CAUSES DAMAGE TO ANY PROPERTY.

- IMPORTANT!**
1. Call Police at 264-5471 advising that City Equipment has been involved in an accident whenever damage has been done to non-city property (no matter how slight) or there is an injury (no matter how slight). The one exception is when the accident involves only City Equipment on City Property and there are NO INJURIES.
 2. Keep calm.
 3. Do not argue at scene of accident. Be courteous. Show your license willingly.
 4. Secure the necessary information required for completion of this form.
 5. Secure the names of possible witnesses or the license number of vehicles you think may have witnessed the accident.
 6. Carefully examine damage.
 7. Do not talk to anyone about accident, except: Your Supervisor, the Police, or City's Adjuster.
 8. Complete Driver's Report of Accident and distribute as required (below) within 24 hours.
 9. Take vehicle for inspection to Fleet Management Body Shop within 24 hours.

NOTE! In case of serious injuries or extensive property damage immediately call the City's Safety Officer at 264-5278. (After hours call Police 264-5471.)

Equip. No.	Employee's Name (Print)	Social Security No.	Organization No.	Employee's Age	Years of City Service
Date and Time of Accident	Location of Accident	Use of Vehicle	Time Police Notified	Police Report No.	<input type="checkbox"/> None
Other Party's Home Phone	Insurance company	Policy No.	Agent		

- Complete Section Below Only When Police "Do Not Take A Report" -

City Vehicle	Year	Make	Model	License No.	Damages <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	Describe
Other Vehicle	Year	Make	License No. & State	Driver's Name, Address and Operators License No.		Phone
Damage to Property of Others	Owner's Name and Address				Describe Property Damage:	
	Damages <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major					
Weather:	Visibility	Pavement <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Other			Describe:	
Witness(s)	Name, Address and Phone No.					
	Name, Address and Phone No.					
	Name, Address and Phone No.					
Injury to Person(s)	Name and Address		Age	Phone No.	Occupation	Injury
	Name and Address		Age	Phone No.	Occupation	Injury
	Name and Address		Age	Phone No.	Occupation	Injury

COMPLETE DESCRIPTION OF ACCIDENT ON BACK SIDE OF FORM

Distribution:

- Original and 1 Copy to Risk Mgmt.
- 1 Copy to Fleet Mgmt.
- 1 Copy Retained by Dept./Div.
- 1 Copy to Safety Offices

FORM RM 2 (5/99)
Cat.No. .31522

Signature of Driver	Date	Phone No.
Signature of Supervisor	Date	Phone No.

DESCRIPTION OF ACCIDENT Complete Section Below Only When Police "Do Not Take A Report"

Diagram of Accident. Show Names of Streets and Directions in Which Vehicles Were Going.

N Diagram of Accident:

ADDITIONAL SPACE IF REQUIRED



**CITY OF SACRAMENTO
INCIDENT/LOSS REPORT**

CLAIM NO.

Risk Mgt. Use Only	Org. Number	Dept./Division
-----------------------	-------------	----------------

INSTRUCTIONS FOR FORM COMPLETION --

SECTION I (Front) Whenever a third party (public) sustains physical injury while on City property, property damage and/or it appears that the City may be liable, not caused by City-owned vehicle.

SECTION II (Back) Whenever damage or loss involves City property (i.e., Fire, theft of inventoried equipment, money or securities vandalism – facilities, property, and equipment).

SECTION 1

- IMPORTANT!**
1. Call Police 264-5471 advising City involvement.
 2. Keep calm and assist third party.
 3. Do not admit fault.
 4. Get name of injured Party and/or owner of damaged property.
 5. Carefully examine accident.
 6. Do not talk to anyone about accident, except: Your Supervisor, the Police, or City Adjuster.
 7. If applicable, complete this section of Incident/Loss Report and distribute as required (below) within 24 hours.

NOTE! In case there appears to be serious injuries, or extensive property damage, telephone the City's Safety Officer at 264-5278. (After normal work hours, call Police 264-5471.)

Date & Time of Occurrence	Location of Occurrence	Time Police Notified	Police Incident Report number <input type="checkbox"/> None	
Injuries Person(s)	Name & Address			
	Name & Address			
The Injury	The Nature & Location of Injury:		Was injured person taken to hospital? _____	
			Name of Hospital _____	
			Name of Doctor _____	
Property Damage	Owner & Address	Business Phone	Residence Phone	
	List of Property Damaged:			
Witness(s)	Name, Address & Phone number			
	Name, Address & Phone number			
	Name, Address & Phone number			
Description of Occurrence				
Report Filled By	Name	Title	Date	Signature
	Org No	Dept.	Division	Phone number

(If additional space is required use supplemental sheet of paper and attach hereto.)

DISTRIBUTION

Original and 1 Copy to Risk Mgmt.
1 Copy retained by Dept/Div.

Org.No.	Dept./Div. Signature	Date	Phone No
Risk Mgmt. Reviewer		Date	Phone No

FORM RM 3 (5/99)
Cal.No.31524



SECTION II

- IMPORTANT!**
1. Call Police 264-5471 immediately on theft and vandalism losses, advising if loss involves City property.
 2. Call Risk Management 264-5459 immediately on fire, money, and securities losses.
 3. If applicable complete this section of Incident/Loss Report and distribute as required (below) within 24 hours.

Date & Time of Occurrence	Location of Occurrence	Time Police Notified	Police Unit No. Shield No. Name	
Description of Occurrence				
Probable Cause				
Proposed Corrective Action				
Witness(s)				
Est. Cost of Replacement				
Inventory Tag number				
Report Filed By	Name	Title	Date	Signature
	Org.No.	Department	Division	Phone

(If additional space is required use supplemental sheet of paper and attach hereto.)

Original and 1 Copy to Risk Mgmt.
1 Copy retained by Dept/Div.

FORM RM 3 (5/99)
Cat.No.31524

Orgn.No.	Dept./Div. Signature	Date	Phone No.
	Risk Mgmt. Reviewer		
		Date	Phone No.

**CITY OF SACRAMENTO
VEHICLE ASSIGNMENT REQUEST**

DEPARTMENT: _____ **DATE:** _____

DIVISION: _____

EMPLOYEE NAME: _____ **TITLE:** _____

RETENTION DATE: FROM _____ **TO** _____


OUT-OF-TOWN TRIP (Attach copy of approved Form 22 Travel Request)

OVERNIGHT RETENTION FOR: _____

OTHER INFORMATION: _____

DEPARTMENT HEAD

Note: Department Head may authorize single night retention; however, form must be completed and forwarded to Car Pool Supervisor.

 City Of Sacramento DAILY VEHICLE CONDITION REPORT			
Vehicle No.	Mileage	Date	Trailer No.
<p>City Policy requires the driver of this vehicle to perform a pre-trip inspection and complete this report daily. This written inspection report must be turned in to your supervisor at the end of your shift. All defects must be reported to your supervisor immediately.</p>			
<p><input checked="" type="checkbox"/> Inspect items listed prior to driving the vehicle. <input type="checkbox"/> Check if ok or defective and describe in "Remarks."</p>			
ENGINE COMPARTMENT		INSIDE CAB	
<p>OK DEF</p> <p><input type="checkbox"/> <input type="checkbox"/> Fluid leaks under vehicle</p> <p><input type="checkbox"/> <input type="checkbox"/> Oil level</p> <p><input type="checkbox"/> <input type="checkbox"/> Coolant level</p> <p><input type="checkbox"/> <input type="checkbox"/> Battery</p> <p><input type="checkbox"/> <input type="checkbox"/> Transmission</p> <p><input type="checkbox"/> <input type="checkbox"/> Exhaust system</p> <p><input type="checkbox"/> <input type="checkbox"/> Belts and hoses</p> <p><input type="checkbox"/> <input type="checkbox"/> Other _____</p>		<p>OK DEF</p> <p><input type="checkbox"/> <input type="checkbox"/> Glass</p> <p><input type="checkbox"/> <input type="checkbox"/> Seat belts</p> <p><input type="checkbox"/> <input type="checkbox"/> Gauges and horn</p> <p><input type="checkbox"/> <input type="checkbox"/> Windshield wipers</p> <p><input type="checkbox"/> <input type="checkbox"/> Fire extinguisher</p> <p><input type="checkbox"/> <input type="checkbox"/> Flares/triangles</p> <p><input type="checkbox"/> <input type="checkbox"/> Mirrors</p> <p><input type="checkbox"/> <input type="checkbox"/> Accident/Incident Forms</p>	
BRAKE SYSTEM		OUTSIDE CAB	
<p>OK DEF <input type="checkbox"/> Air Brakes</p> <p><input type="checkbox"/> <input type="checkbox"/> Governor cut-in > 85psi</p> <p><input type="checkbox"/> <input type="checkbox"/> ---- cut-out <130psi</p> <p><input type="checkbox"/> <input type="checkbox"/> Static Air Pressure Loss (max loss 2lb/min, 3lb/min in combination)</p> <p><input type="checkbox"/> <input type="checkbox"/> Applied Air Pressure Loss (max loss 3lb/min, 4lb/min combined)</p> <p><input type="checkbox"/> <input type="checkbox"/> Low air warning device</p> <p><input type="checkbox"/> <input type="checkbox"/> Spring Brakes</p> <p><input type="checkbox"/> <input type="checkbox"/> Drain Air Tanks</p> <p style="text-align: center;"><input type="checkbox"/> Hydraulic Brakes</p> <p><input type="checkbox"/> <input type="checkbox"/> Brake Pedal Pressure</p> <p><input type="checkbox"/> <input type="checkbox"/> Fluid Leaks</p>		<p>OK DEF</p> <p><input type="checkbox"/> <input type="checkbox"/> Tires</p> <p><input type="checkbox"/> <input type="checkbox"/> Wheels/Rims/Lugs</p> <p><input type="checkbox"/> <input type="checkbox"/> Reflectors</p> <p><input type="checkbox"/> <input type="checkbox"/> Mud flaps</p> <p><input type="checkbox"/> <input type="checkbox"/> Steering</p> <p><input type="checkbox"/> <input type="checkbox"/> Fuel cap/tank/mounting</p> <p><input type="checkbox"/> <input type="checkbox"/> Body damage</p> <p><input type="checkbox"/> <input type="checkbox"/> Parking lamps</p> <p><input type="checkbox"/> <input type="checkbox"/> Head lamps</p> <p style="text-align: center;">_____ High _____ Low</p> <p><input type="checkbox"/> <input type="checkbox"/> Turn Signals</p> <p><input type="checkbox"/> <input type="checkbox"/> Brake Lights</p> <p><input type="checkbox"/> <input type="checkbox"/> Emergency flashers</p> <p><input type="checkbox"/> <input type="checkbox"/> Trailer coupling devices</p> <p><input type="checkbox"/> <input type="checkbox"/> Tarps</p>	
TRAILER			
<p>OK DEF</p> <p><input type="checkbox"/> <input type="checkbox"/> Body/Doors</p> <p><input type="checkbox"/> <input type="checkbox"/> Tie-Downs</p> <p><input type="checkbox"/> <input type="checkbox"/> Lights</p> <p><input type="checkbox"/> <input type="checkbox"/> Reflectors</p>		<p>OK DEF</p> <p><input type="checkbox"/> <input type="checkbox"/> Suspension</p> <p><input type="checkbox"/> <input type="checkbox"/> Tires</p> <p><input type="checkbox"/> <input type="checkbox"/> Wheels/Rims/Lugs</p>	
<p>OK DEF</p> <p><input type="checkbox"/> <input type="checkbox"/> Brakes</p> <p><input type="checkbox"/> <input type="checkbox"/> Landing Gear</p> <p><input type="checkbox"/> <input type="checkbox"/> Couplers</p> <p><input type="checkbox"/> <input type="checkbox"/> Other _____</p>			
OVERALL CONDITION OF THIS VEHICLE			
<p><input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsafe to Operate Remarks: _____</p> <p>_____</p> <p>_____</p>			
Driver's Signature: _____		Date: _____	
SS#: _____			
FLEET MANAGEMENT USE ONLY			
<p><input type="checkbox"/> Above Defects Corrected</p>		<p><input type="checkbox"/> Above Defects need not be corrected for safe operation</p>	
Mechanic's Signature: _____		Date: _____	
Employee #: _____		Date: _____	
Reviewed by: _____		Date: _____	

White-Division / Department, file 30 days; Yellow-keep in vehicle 7 days; Pink-Fleet Mgt. (only when repairs are required-attach to work order-file 30 days)