

Introduction: The condition of your vehicle is a safety factor that you, the driver, can control. You decide when the maintenance is done and at what intervals. But what are the risks when vehicle maintenance is neglected? One risk is the inability to maintain control? Another risk is a break down on the side of the highway? Budget money for regular vehicle maintenance, as it can be expensive. Always do a pre-trip inspection before driving fleet vehicles.

## WorkSAFE Tips

### OUTSIDE THE VEHICLE

At regular intervals, perform a vehicle safety inspection.

Check the following:

- ✓ Windshield clean
- ✓ Windshield washer fluid reservoir full
- ✓ Side and rear glass clean
- ✓ Mirrors clean
- ✓ Headlights work (high and low beam)
- ✓ Tail lights work
- ✓ Brake lights work
- ✓ Tires show no slices, damage or excessive wear
- ✓ Tires inflated to proper operating pressure
- ✓ Windshield wipers in good shape, not cracked or torn, and not “stuck” to the windshield
- ✓ Storage compartments closed
- ✓ Tools, equipment stowed to prevent falling from the vehicle during driving

### UNDER THE HOOD

- Put keys in pocket when checking systems and fluids under the hood – prevent accidental ignition.
- Follow owner’s manual for checking fluids.
- Engine oil level and transmission fluid level
- Coolant level (engine cold only!)
- Brake fluid & power steering fluid
- Fan belt for cracks, fraying and tears.

Identify leaks before they cause a break-down!



Keep mirrors clean and tires at proper inflation pressure!



### INSIDE THE VEHICLE

- Windshield wipers function
- Windshield washer fluid activates
- Dash clear of objects that could reflect or block field of vision
- Floorboard clear of items that could obstruct the feet / pedals during driving
- Inside of windshield and glass clean
- Seat belt functions properly
- Engine starts & runs without excessive vibration or noise (i.e. mechanical failure)
- Scan gages & dash for warning lights
- Fuel level full

### BEFORE LEAVING

- Verify no persons or objects are behind or beneath the vehicle—do a “360 degree” walk-around of the vehicle.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

# TOOL BOX TALK

## Vehicle Safety Inspections

**Discussion** \_\_\_\_\_  
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**Instructor** \_\_\_\_\_

**Attendees** \_\_\_\_\_  
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**Follow Up Items** \_\_\_\_\_  
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**Date of Talk** \_\_\_\_\_