

Fleet Safety Policy—Regulated

Introduction

Scope:

This program applies to all employees who drive a commercial motor vehicle as a function of their employment and their managers.

Violation of this policy may result in revocation or restriction of employee authorization to drive for the organization. Also, misconduct can lead to disciplinary actions, up to and including dismissal.

Definitions:

- **Commercial motor vehicle (CMV):** [The Federal Motor Carrier Safety Administration \(FMCSA\) defines this](#) as:
 - any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle—
 - 1) Has a gross vehicle weight rating or gross combination weight rating . . . of 4,536 kg (10,001 pounds) or more, whichever is greater; or
 - 2) Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
 - 3) Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
 - 4) Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.

- **Accident vs. incident:** In this policy, “accident” will refer to a vehicle crash, while “incident” is a broader term that may include other issues in addition to accidents, such as theft or moving violations, which also need to be investigated.

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1. Responsibilities for All Drivers

Compliance:

Any driver of a CMV is required to:

- Possess and maintain a valid, current commercial driver's license with specified endorsements.
- Possess and maintain a Medical Examiner's Certificate.
- Be in compliance with DOT regulations and additional federal, state, and local regulations.
- Read, understand, and follow all manufacturer-provided user manuals and recommendations.
- Have a satisfactory driving record.
- Observe the equipment's safe operating procedures at all times.
- Observe all rules and procedures outlined in this policy, including:
 - All of the organization's safety and health programs.
 - The organization's policy on smoking in vehicles.
- Follow the organization's policy on drug and alcohol use:
 - Do not report to work if under the influence of drugs or alcohol.
 - Do not use drugs or alcohol while on the organization's premises or while conducting business on behalf of the organization.
 - All violations of the organization's drug and alcohol policy will result in immediate disciplinary action.
- Follow any additional safety and health rules found in other policy documents or posted around the premises.
- Be authorized as a driver by the organization for each vehicle driven.
- Complete all necessary training.
- Meet all driver criteria of the fleet safety program, including passing ride-along tests.

All employees intending to drive for the company must sign a statement that they have read, understand, and will follow this policy.

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Required driver qualities:

The first duty of every driver is to drive safely. Our organization requires that our drivers:

- Drive defensively, doing everything expected of a professional driver to prevent accidents.
- Drive courteously, and be able to conduct themselves and their equipment at all times in a manner that will reflect well upon the organization and the driver.
- Be well-trained.
- Be physically and mentally prepared, alert, and able to anticipate the actions of pedestrians or other drivers.
- Apply appropriate incident prevention principles in day-to-day tasks.
- Operate vehicles legally.

Safe practices:

- Assure that emergency equipment, such as fire extinguishers, traffic control devices, or personal protective equipment (PPE), stored in a clear and easily-accessible location.
- Conduct pre-trip and post trip inspections of your vehicle at the beginning and end of each day's shift.
- Take care of vehicles assigned to you.
- Follow organization-specified Hours of Service, including planning mini-breaks every two hours as needed during long periods of driving.
- Observe proper techniques for lifting and for vehicle exit and entry.
- Wear the vehicle restraint devices when using any vehicle (including your own) for organization business.
- Immediately notify your manager of the following:
 - Loss of any privilege to operate a commercial vehicle or any disqualification from operating a commercial vehicle
 - Any moving violation or event that can affect your driving record
 - Any injuries, illness, or property damage sustained on the job
 - Any medical limitations, including the use of prescription or over-the-counter medications that may reduce your attentiveness on the road
- A **Driver Vehicle Inspection Report (DVIR)** must be completed after the post-trip inspection if there are mechanical deficiencies or vehicle damage. Hazmat carriers and drivers who carry passengers must submit a DVIR even if no problem is found. Report any defects or damage to the manager immediately.

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Permissions for special circumstances:

- Do not use the organization's vehicle for **personal business** unless it is approved in writing by the manager.
- Do not use a personal vehicle on **organization business** unless it is pre-approved by the respective manager. If the use of personal vehicles for business purposes is approved:
 - The vehicle's owner must provide a current certificate of insurance (COI) with specified limits of coverage.
 - The vehicle's owner will be responsible for all liability resulting from use of the vehicle.

For further driver responsibilities, see **sections 5 – 8**.

2. Manager Responsibilities

Managers who supervise drivers will be responsible for **implementation and enforcement** of this program.

The applicable supervisor or manager also must:

- Verify in writing that driving employees:
 - Have valid drivers' licenses.
 - Are qualified to operate organization vehicles
 - Have completed all required trainings.
 - Have been trained in and understand this policy.
- Assure that motor vehicle reports (MVRs) are run annually and that all employees remain qualified to drive with the organization.
- Evaluate the DVIR reports.
- Assure that all hazards are repaired promptly and the vehicle is safe for operation.
- Assure that vehicles not safe for operation must be placed out of service immediately.
- Perform the initial investigation for incidents.
- Assign an organization representative to scenes of serious accidents to assist with the investigation.
- Review [The FMCSA's A Motor Carrier's Guide to Improving Highway Safety](#) with each driver and document the review.
- When the policy is updated, managers will provide copies to drivers and discuss the new policy with them.

For further manager responsibilities, see **section 4, 7, and 8**.

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3. Safety Committee Responsibilities

A safety committee must be established and active.

Investigations:

The safety committee will conduct an incident investigation for each organization vehicle incident.

- The purpose of the investigation is to identify the cause of the incident and determine how it could have been prevented.
- The “Fleet Accident Analysis Checklist”, and Incident Track™ application of the Risk Management Center (RMC) can be used for guidance to the preventability of incidents.

Audits:

The safety committee will periodically audit and revise the fleet safety policy to make needed clarifications or to implement new policies.

4. Driver Selection and Supervision

Minimum hiring criteria:

At the time of hire and on an ongoing basis, drivers must:

- Be at least 23 years of age. (Note: DOT allows drivers at 21, but as a best practice we require a minimum age of 23).
- Meet all DOT requirements.
- Have a current and valid CDL with the proper endorsements.
- Must have a current DOT ME Certificate.
- Be physically and mentally able to perform the job safely on a daily basis.
- Have a minimum of 2 years of commercial driving experience in a similar class of equipment or the job.
- Pass an organization-administered road test.
- Pass a pre-employment drug screening and participate in the organization’s drug and alcohol testing program.

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MVR review:

- All drivers must complete a consent form that permits this organization to obtain an MVR for a background check.
- **Prior to approving a driver**, the respective manager will review the driver's MVR at the time of hire, scoring it using the organization-developed point classification system for vehicle accidents and violations.
- No driver may operate a vehicle for the organization with convictions or MVR violations if any of the following has occurred in the past 3 years:
 - Driving under the influence of drugs or alcohol
 - Speeding in excess of 15 mph
 - Aggressive, reckless, or careless driving
 - Leaving the scene of an accident
 - Hit and run
 - Failure to report an accident
 - Attempting to elude a law officer
 - Operating a vehicle while the operator's license is suspended or revoked
- A copy of the MVR report and the current driver's license must be kept in drivers' files.
- The manager will review the driver's MVR annually.

Screening process:

Managers must do the following:

- Assure that there is a maintained, DOT-compliant driver qualification file for each driver.
- Evaluate the applicant's application to identify employment history gaps, determine if turnover was excessive, identify the type of equipment driven, review past moving violations, review past accidents, etc.
- Determine if applicant meets experience requirements. Review of application with the applicant and make notes of applicant's explanation of employment history gaps.
- Evaluate personal and commercial MVR for acceptability.
- Assure that the applicant has a driving record that meets the organization's criteria (found in the MVR section).
- Determine whether applicant has passed the road test.
- Determine whether applicant has passed the drug test.
- Review the applicant's employment history background checks and drug and alcohol background checks for all past employers for the previous 3 years.

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Driver reviews:

- **Annual Certificate of Violations:**
 - All drivers must complete the “Annual Certificate of Violations.”
 - Management will review the Certificate of Violations and compare violations on the driver’s MVR with violations the driver listed on the Annual Certificate of Violations.
 - The Annual Certificate of Violations must be updated in the Driver Qualification file annually.
- **Ride-alongs and ride-behinds:** Managers must conduct periodic ride-alongs and ride-behinds to assure safe driving habits and to provide safe driving instruction.
 - Ride-alongs and ride-behinds will be focused on new drivers, drivers requiring requalification, and drivers involved in preventable accidents or will be assigned as deemed necessary.
 - In ride-alongs, the examiner rides with the driver. Ride-behinds are surprise inspections where the examiner follows the driver without prior notice.

Accident reviews:

All accidents will be reviewed by the respective manager and the safety committee to determine preventability.

- A **preventable accident** is any accident in which the driver failed to do everything they could have reasonably done to prevent the accident.
- A **non-preventable accident** is one in which the driver did everything they could reasonably have done to foresee the conditions leading to the accident and took proper safeguards.
- The “Fleet Accident Analysis Checklist”, and Incident Track™ application of the Risk Management center can be used for guidance to the preventability of accidents.
- Drivers will be notified of the accident review results.
- Depending upon the results, points may be assigned to the driver which may require participation in the driver improvement course and re-qualification process.

The point system:

Managers must evaluate the results of evaluations and MVRs within a three-year period using the following point system.

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The point system (continued):

Points are determined from the following **table**:

Incident	Points
Improper driver preparation	2
Improper vehicle inspection	2
Operating a vehicle with defective equipment or operating an inadequately prepared vehicle, such as driving after failing to properly adjust vehicle mirrors, secure loads, or comply with placarding requirements or other regulatory requirements	2
Three moving violations or other violations on the MVR, such as: <ul style="list-style-type: none"> • Exceeding the speed limit (by 15 mph or less) • Signaling issues • Improper right hand turns • Inadequate following distance • Failure to yield right-of-way • Failure to follow traffic control devices • Overweight issues • Improper backing procedures • Other MVR activity* 	2
Driver Evaluation performance issues noted in ride-alongs, such as: <ul style="list-style-type: none"> • Exceeding the speed limit (by 15 mph or less) • Signaling issues • Improper right hand turns, • Inadequate following distance • Failure to yield right-of-way • Failure to follow traffic control devices • Overweight issues • Improper backing procedures 	2

Remember: Certain violations on the MVR will disqualify the driver entirely, such as speeding over 15 mph or driving under the influence. See **Section 4** for the full list.

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The point system (continued):

Depending on the number of points accrued in a 3-year period, different consequences may occur:

- **1 – 5 points:** The driver will receive a letter of reprimand.
- **6 – 8 points:** The driver will receive a letter of reprimand and be suspended without pay for one day and must successfully complete a driver improvement course and re-qualification.
- **9+ points:** Depending on the circumstances, the driver will either be reassigned to a non-driving position (if available) or be reinstated if the driver successfully completes a driver improvement course and re-qualification.

Driver improvement course and requalification:

Drivers who have reached 6 points will be placed into a driver improvement course and re-qualification.

- Both must be successfully completed **within 30 days**.
- To successfully complete this course, drivers must be retrained in defensive driving and provide an essay on specific issues for which they had less than satisfactory safety behavior.
- Additionally, drivers must then be evaluated with a ride-along with their managers. These drivers must also be placed in a random ride-behind program to assure proper behaviors are maintained.

5. Safe Driving Requirements

Drivers must follow these requirements.

Physical and mental preparedness:

- Wear the specified PPE.
- Follow the drug and alcohol use policy and CDL requirements.
- The use of cellphones, tablets, PDAs, or other mobile electronics is prohibited while operating any vehicle.

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Physical and mental preparedness (continued):

- Be mindful of common distractions, such as eating or drinking, adjusting the vehicle's climate controls, or reaching for objects: anything that removes your hands from the steering wheel, takes your eyes off the road, or disrupts your concentration can put you and others at risk.
- Take measures to manage your stress, such as proper diet, exercise, and sleep: this can result in better focus on the road.
- Allow for sufficient rest before beginning your trips and take breaks as frequently as possible along the way.
- Consume water and nutritious snacks; do not rely on sugar or caffeine to stay alert or awake.

Regulations:

- Drivers are expected to operate within the limits set by federal, state, and local regulations. This includes following Hours of Service, avoiding speeding and other moving violations, and meeting physical requirements. Violations will be subject to disciplinary action.
- No riders are allowed unless authorized has been given in writing by management.
- Abide by all traffic laws and control devices.
- All drivers must maintain log books or time cards in accordance with the organization's requirements and DOT requirements. It is the driver's responsibility to log all times accurately. The organization's policy is to "Log it like you drive it. Drive it legal."

Stopping and starting:

- Maintain control of the keys at all times.
- Engines should be shut off during loading and unloading.
- Do not let the engine idle unless there is a starting problem.
- Do not jump from equipment or any platform, regardless of height. Use a three-point stance at all times while climbing into or out of the vehicle.
- Make sure that any surface you stop or park on is level, a safe distance from traffic, and able to support the weight of your vehicle.
- Make sure the vehicle is secured before getting out. Use dock plates and chocks at all times.

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Defensive driving:

- Use restraint systems available in vehicles at all times.
- No vehicles under the organization's authority shall exceed the posted **speed limits**. In addition, never drive a speed that is unsafe for existing driving conditions.
- When operating a heavy or fully-loaded vehicle, do not exceed 30 mph on severe grades. If operating a lighter or empty vehicle, you may use your discretion on grades so long as you maintain control of the vehicle at all times.
- Pay attention for special reduced-speed areas, such as school zones, playgrounds, construction zones, or severe road conditions like steep grades or hairpin turns.
- An adequate **following distance** gives you time to react safely and appropriately as conditions or circumstances change.
- Exercise caution when backing your vehicle up.
 - When possible, do not rely solely on mirrors or backup cameras; turn around and look behind you.
 - In situations with poor visibility or oversized loads or if you feel any uncertainty, either use a spotter outside the vehicle to help direct you or get out of the vehicle and assess the approach yourself.
- Only approach overhead objects such as bridges or cables if you are sure that your vehicle and load will safely clear them. Use a spotter if needed.
- Always be alert for and yield to pedestrians.

Passing vehicles:

- Stay in the right-most lane unless passing.
- Stay out of passing lane unless essential. Avoid unnecessary lane changes.
- If ever unsure of the safety of a pass, do not attempt it.
- Always use your turn signals when passing, and apply them well in advance.
- Do not pass vehicles at rail crossings, curves, hills, intersections, or any place where your view of the road surrounding the vehicle is obstructed.

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Turning:

- Reduce speed when approaching turns, and do not initiate the turn until you have verified that your path is clear.
- Activate your turn signal well in advance of beginning your turn.
- When making a right turn:
 - Turn from the rightmost lane whenever possible.
 - Check mirrors frequently throughout the turn to verify that your path is clear of vehicles, pedestrians, or objects.

Roadside stops:

Only stop on road shoulders in the event of an emergency. If you must stop by the road:

- Choose the most level, straight, and visible area possible.
- Use your turn signal when leaving the road.
- Make every effort to completely clear your vehicle from travel lanes on the road; if it is not possible to do so, leave as much of the travel lane clear as possible.
- Once the vehicle is at a complete stop, activate your hazard signals and place other roadside emergency markers as needed (e.g., flares or reflective signs).
- Put on your safety vest before exiting the vehicle, and always assume that approaching vehicles **do not see you**.
- Call for assistance immediately and alert management of any needed issues.
- If it is necessary to stop on an incline, take precautions in addition to placing the vehicle in park or first gear and setting the parking brake, such as chocking the wheels.
- Stay with the vehicle if possible.
 - If you need to leave the vehicle to get assistance, leave a note in a visible location inside the cab to alert other responders to your whereabouts.
 - If your tractor is operational but you need to leave your trailer, make sure it is properly supported on level, stable ground.

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Fueling vehicles:

- Follow all specified procedures for safe fueling of the equipment including review and training in the safety data sheet for the specific fuels.
- Remain in the immediate area when fueling vehicles, and be ready to respond quickly in the event of an automatic shutoff nozzle malfunction.

6. Coupling

- Make sure that the tractor and trailers are properly aligned prior to coupling.
- Avoid trying to force equipment into place, which can lead to equipment damage and personal injury.
- Assure that all guards and protective devices are in place prior to beginning the operation.
- Once the tractor has been backed into the trailer, get out and visually inspect the fifth wheel to confirm the following:
 - The trailer apron is resting snugly on the fifth wheel, not hovering above it.
 - The fifth wheel's jaws have closed around the kingpin and are secure.

7. Vehicle Inspections and Maintenance

Each CMV has specified service and maintenance intervals determined by the vehicle manufacturer. Read, understand, and follow all manufacturer's preventive maintenance and inspection requirements.

Vehicle maintenance:

- All work must be performed by a qualified mechanic.
- Keep records of all work performed in the vehicle file.
 - Records include the date and individual performing the work.
 - Work performed includes lubrication, preventative maintenance, and repairs.
- Vehicles that are unsafe to drive must not be placed into service. They must be properly demarcated and placed out of service until repairs are completed.

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Vehicle cleanliness:

Drivers must:

- Keep vehicles clean at all times, including mirrors and windows.
- Maintain a trash container in the vehicle.
- Make sure all emergency equipment, accident investigation packets, traffic control devices, spill containment equipment, and PPE is in place and in ready-to-use condition at all times.
- Keep mirrors clean and adjusted prior to operation of the vehicle and continually throughout the shift. Report any issues associated with mirrors to prevent blind spots.

Inspections:

- Drivers are to perform pre- and post-trip inspections of tractors and trailers to assure they are in safe operating condition.
 - The **pre-trip inspection** includes checking the prior day's DVIR to assure that recorded safety deficiencies have been repaired or addressed and performing a full inspection to assure that the truck and trailer remain in safe operating condition.
 - The **post-trip inspection** requires a full inspection and the completion of a DVIR when safety deficiencies are found.
- After the day's inspections, the drivers must submit DVIRs to their managers. These are retained for 3 months.
- Then, the managers will arrange for any required repairs prior to the next dispatch or, if the repairs cannot be made prior to the next dispatch, will arrange for alternate equipment.
- Keep records of all inspections in the vehicle maintenance file. The following records are maintained on each CMV owned by the organization:
 - **Monthly vehicle inspection report:** This identifies all ongoing preventive maintenance, damage, or defective equipment both reported in DVIRs and addressed.
 - **Vehicle history report:** This provides a complete history of the work and maintenance done on the vehicle and the associated costs of maintenance, parts, and labor.
- All reports and records for the organization are confidential and must not be released to third parties without the consent of management.

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Cargo and securement:

Improperly loaded or secured cargo can lead to cargo shifting or falling from vehicle, resulting in damaged equipment, traffic problems, injuries, or fatalities.

- Regardless of whether or not you load and secure the cargo yourself, you are responsible to inspect the cargo to assure that:
 - It is secured properly.
 - There are no overload or oversize issues.
 - It does not obscure your view in any way.
 - It does not restrict access to emergency equipment.
- All cargo must be:
 - Within legal weight limits.
 - Positioned to prevent unstable conditions.
 - Firmly immobilized or secured on or within a vehicle by structures of adequate strength and condition.
- Cargo and securement must be checked repeatedly.
 - Inspect the cargo and the securing devices prior to departure and as part of your pre-trip inspection.
 - In the first 50 miles of beginning the trip, re-check the cargo and securement.
 - Re-check the cargo and securing devices again every 3 hours or 150 miles, at each break, and as often as necessary during a trip to keep the load secure.
- Securement structures include dunnage or dunnage bags, shoring bars, tie-downs, or a combination of these in accordance with the organization's rules and with the current Federal Motor Carrier Safety Administration (FMCSA) [published cargo securement rules](#).

8. Incident Response

An incident investigation packet must be located in each CMV. Training will be provided on the use of the packet and procedures in the event of an incident or accident.

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Reporting incidents:

Drivers must do the following:

- Report all incidents immediately to your manager. These include:
 - Accidents
 - Near misses (events that could have resulted in a loss of property, injury, etc.)
 - Vandalism or theft
 - Damage to the vehicle
 - Injuries
 - Other problems or hazards encountered
- If an accident results in injuries or fatalities, first report the incident to 911 and assure the injured individuals have received necessary medical treatment, then report the accident to management as quickly as possible.

Incident aftermath:

- Management must investigate all incidents investigated.
- Failure to file a report may cause the loss of the driver's license, driving privileges, and liability insurance coverage.
- Management is responsible for working with drivers to complete all necessary reports required by this policy and any necessary regulatory forms within the allotted time periods.
- Never discuss specifics about the incident, opinions, etc. except with management and police officers, appropriate state officials, or a representative of the organization's insurance carrier.
- Do not sign or make any statements with respect to responsibility in any case.
- After each incident, regardless of who is at fault, management is responsible to obtain a drug test and the driver's motor vehicle record (MVR).

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Fleet Safety Program Acknowledgement and Consent Form

I have reviewed information in the Fleet Safety Program and completed safe driver training.

I understand that it is my responsibility to operate commercial motor vehicles (CMVs) safely and in accordance with this fleet safety program. I also understand that the organization will periodically review my motor vehicle record (MVR) and assure my eligibility to drive a CMV for the organization.

I authorize the organization to obtain my MVR. This authorization remains valid as long as I am an employee or employee candidate and may only be rescinded in writing.

Employee's name (printed): _____

Driver's license number and state issued: _____

Employee's signature and date: _____

Reviewer's signature and date: _____

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Appendix A: Hiring Procedures Checklist

- All sections of the employment application are complete.
- All gaps in employment history are accounted for.
- The accidents and moving violations section of the application has been reviewed.
- The application has been reviewed with the applicant and signed.
- MVRs have been obtained from all states where the applicant held a license in the last 3 years.
- The MVRs show that the applicant has a valid license, the proper class of license, and proper endorsements.
- The Driver's PSP (Pre-employment Screening Program) records have been obtained, and then the records were reviewed for moving violations, accidents, out-of-service violations, and other problems. The employers listed on the PSP have been compared to the employers listed on the application.
- The road test has been completed by the organization's examiner. The test included a pre-trip inspection, mirror adjustment, backing, hooking-up and unhooking, town driving, freeway driving, country driving, and other applicable skills.
- The road test was documented by completing the Record of Road Test and Certificate.
- The pre-employment drug test was completed and the results were negative. The negative Pre-Employment Drug Screen result was appropriately filed.
- Past employment history was checked by contacting all past employers for the preceding 3-year period. Contact method and dates of contact were documented. Past employer responses were compared to the application and to the driver's PSP report.
- Past employment drug and alcohol history has been checked by contacting all past employers for the preceding 3-year period.
- A copy of Motor Vehicle Record (MVR) was obtained within 30 days of hire date. The driving record has been evaluated for acceptability.
- Additional necessary documents for Driver Qualification File have been obtained, including the following:
 - Copy of the driver's CDL
 - Certificate of Compliance that notifies drivers they must report to management all license suspensions and moving violations
 - Copy of Medical Examiner's Certificate and long form physical
 - Driver's Certification of Violations & Annual Review of Driving Record
 - Provide and review copy of the organization's drug and alcohol policy
 - Provide FMCSR handbook and retain driver's receipt in file

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Appendix B: Driver Qualification File Checklist

The file contains the following documents:

- Employment Application
- Ride-along test results
- Past employment history for all employers in the preceding 3-years
- Past employment drug and alcohol history for all employers for the preceding 3-years
- Copy of Motor Vehicle Record (MVR), obtained within 30 days of hire
- Copy of Medical Examiner's Certificate and long form physical
- Record of Road Test and Certificate
- Copy of CDL
- Certificate of Compliance (single license certificate)
- Driver's Certification of Violations & Annual Review of Driving Record
- Negative Pre-Employment Drug Screen result

Annual maintenance requirements for the Driver Qualification File:

- Maintain and monitor a list of Medical Examiner's Certificate and CDL expiration dates.
- Make sure that the Medical Examiner's Certificate is current, and update it if necessary.
- Make sure that the CDL is current, and update it if necessary.
- Run and evaluate the driver's MVR each year.
- The driver completes the Driver's Certification of Violations and management completes the Annual Review of Driving Record each year.
- Add any ride-along and ride-behind test results to the file.

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Appendix C – Vehicle Maintenance File Checklist

The following files must be retained in the Vehicle Maintenance File:

- Maintenance records for all commercial motor vehicles (CMVs), including trucks, trailers, dollies, hazmat vehicles, etc.
- Pre-trip and post-trip inspections for each shift
- Records of DVIR deficiencies that were corrected (**Note:** These require a signature and must be retained for 3 months.)
- Records of DVIR repairs in the maintenance record
- Annual inspection reports for all commercial motor vehicles, including trucks, trailers, dollies, hazmat vehicles, etc.
- The written preventative maintenance schedule

Maintenance file audit steps:

- Review the maintenance file and record the dates and mileage for the last 3 vehicle services. Compare service intervals with the written preventative maintenance schedule.
- Review the maintenance file and record when the last 3 annual inspections were performed. Assure that they were completed within a 12-month time frame.