

Monthly Vehicle Safety Inspection Checklist	
Office Name: League City	Date of Inspection: 1/9/19
Vehicle Unit Number :	Year/Make/Model: 2014 Ford F150
Inspector Name: Matthew Bennett	Current Mileage: 72757

Texascom's Policy is that all vehicles should be thoroughly inspected every month. The inspection should be performed by the primary driver or Fleet Rep. Any repairs needed (when **NO** is checked below) for the safe operation of the vehicle should be performed before putting the vehicle back in service.

Repair #	Category	Item Description	Yes	No	If NO, Date Repaired
1	Tires	Air Pressure, Valve Stems, Sidewalls and Tread Depth, Spare Tire in good condition, Jack	y		
2	Brakes	Test in Parking Lot Before Leaving	y		
3	Mirrors	Present, Clean, Unbroken and Adjusted	y		
4	Turn Signals	Front and Rear are Operational	y		
5	Head Lights	Operational (High and Low Beam)	y		
6	Backup Lights	Assure Both Sides are Functioning	y		
7	Suspension	Check for Excessive Sway/Bounce	y		
8	Cargo Secured	Cargo Net, Straps, Equipment Secured in Place	y		
9	Glass	Replace if Two Intersecting Cracks or if Crack Interferes with Driver's Vision.	y		
10	Horn	Functional	y		
11	Wipers	Full Functioning Blades / and Full of Fluid	y		
12		Insurance Card, Maintenance Book, Fuel Card,	y		
13		Registration current. State Inspection must be completed prior to Registration renewal date.	y		
14		Is it time for oil change every 5,000 miles/ full service every 10,000	y		
15		Door Decals, Both License Plates, Safety Cone in Truck, First Aid Kit	y		
16		Seatbelt operational	y		
17		Cleanliness of truck cab (no trash; loose debris on floorboard, dashboard free of all items)	y		
18		Inspect tools. Dispose of any broken tools	y		
19		Nuke Gauge Paperwork (Current above driver's side visor)	y		

Instructions:

- Corporate Fleet Administrator generates email to Fleet Representatives the first day of each month to prompt the Monthly Vehicle Safety Inspection process.
- Monthly inspection checklists must be completed through Blackberry device entry or paper in 10 days and loaded in ePlan as a **YES** or **NO**.
- Inspection forms that have a **NO** will show the number of the repair (1 through 15) in ePlan.
- Fleet Representative must repair the vehicle within 10 days of inspection on any **NO** marked in ePlan. After the repair, the **NO** is changed to **YES** and the repair number deleted.
- Corporate Fleet Administrator will notify Office Manager by email if any vehicle has not been repaired by the 21st day of the month when **NO** has been entered in ePlan.
- The Fleet Representative must maintain the completed checklist on file (either electronically or hard copy) in their office for at least six months.

Msha Vehicle Inspection Form

JR Anderson

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the name bar.

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Table of Contents Msha Vehicle Inspection Form

1. Understanding the eBook Msha Vehicle Inspection Form
 - The Rise of Digital Reading Msha Vehicle Inspection Form
 - Advantages of eBooks Over Traditional Books
2. Identifying Msha Vehicle Inspection Form
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Msha Vehicle Inspection Form
 - User-Friendly Interface
4. Exploring eBook Recommendations from Msha Vehicle Inspection Form
 - Personalized Recommendations
 - Msha Vehicle Inspection Form User Reviews and Ratings
 - Msha Vehicle Inspection Form and Bestseller Lists
5. Accessing Msha Vehicle Inspection Form Free and Paid eBooks
 - Msha Vehicle Inspection Form Public Domain eBooks
 - Msha Vehicle Inspection Form eBook Subscription Services
 - Msha Vehicle Inspection Form Budget-Friendly Options

6. Navigating Msha Vehicle Inspection Form eBook Formats
 - ePub, PDF, MOBI, and More
 - Msha Vehicle Inspection Form Compatibility with Devices
 - Msha Vehicle Inspection Form Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Msha Vehicle Inspection Form
 - Highlighting and Note-Taking Msha Vehicle Inspection Form
 - Interactive Elements Msha Vehicle Inspection Form
8. Staying Engaged with Msha Vehicle Inspection Form
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Msha Vehicle Inspection Form
9. Balancing eBooks and Physical Books Msha Vehicle Inspection Form
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Msha Vehicle Inspection Form
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Msha Vehicle Inspection Form
 - Setting Reading Goals Msha Vehicle Inspection Form
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Msha Vehicle Inspection Form
 - Fact-Checking eBook Content of Msha Vehicle Inspection Form
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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