

Non-Commercial Vehicle Pre-Trip Inspection Checklist

Vehicle number / license plate: _____ Week of: _____
 Start of the week odometer reading: _____ Next MVI Due: _____

Non-compliance:
 For Compliance:
 Report any to Supervisor

Area	Action	Mon	Tues	Wed	Thrs	Fri	Sat	Sun
Engine Compartment:								
1.Fluids	Check fluid levels and condition of engine oil, engine coolant, power steering fluid, brake fluid, windshield washer fluid							
2.Belts	All drive belts are secure, have good tension with no cracks, frays or missing teeth							
3.Hoses	Hose connections are secure with no kinks, cuts, abrasions, or cracks							
4.Battery	Check for visible corrosion or leaks, terminal connection and battery are securely mounted and fluid levels acceptable							
5.Engine Area	Check for fuel, oil, or coolant leaks							
Interior Inspection:								
1.Seats, Seatbelts	Seats and seatbelts are in good condition and in working order							
2.Mirrors	Mirrors are clean and free of cracks or other damage							
3.Windows / Windshield	Windows are clean and free of cracks, and open and close properly							
4.Documentation	Vehicle license, registration, insurance, MVI up to date							
5.Safety Equipment	Fire extinguishers, first aid kit, traffic cones available as applicable							
Start Engine and Check the Following:								
1.Instrument Panel	All gauges and warning lights are working properly							
2.Windshield Wipers / Washer Fluid	Wipers and washers work properly							
3.Heater / Defroster	Heater and defroster work properly							
4.Interior Lights	Working properly							
5.Four-way Flashers	Both indicators on dashboard work properly							
6.Horn	Works properly							
7.Engine Noises	No unusual sounds							
8. Underneath Vehicle	Check for leaks while engine is running							
Exterior Inspection:								
1.Lights	Works properly; lenses are clean and not cracked, lenses are correct colour							
2.Lights	Right & left turn signals, low and high beams, license plate. Check reverse lights & brake lights only if assistance is available							
3.Mirrors	Securely attached and properly adjusted							
4.Doors	Securely open and close							
5.Exhaust System	In good condition, with no leaks, muffler is securely fastened							
6.Fuel Cap	In place and secure							
7.Body	No body damage							
8.Tires & Wheels	Properly inflated with no signs of bulging, sidewall separation cuts to cord, exposed or frayed belts; adequate tread depth; no wheel damage; wheel lugs are secure, not missing, broken or loose							
9.License Plate	License plate and decal visible							
10.Rear Cargo Area / Trunk	Cargo access door or trunk opens and closes securely, cargo and equipment properly secured							
11.Brake Test	<ul style="list-style-type: none"> • Depress the brake pedal • Shift transmission into drive • Gently tug against the parking brake • The brake should hold the vehicle • Release the parking brake • Move the vehicle ahead and apply the foot brake to check brake response 							

Name of Employee : _____

Supervisor : _____

Date : _____

Date : _____

Fleet Preventative Maintenance Checklist

Date: _____ Unit / Plate #: _____

Vehicles inspected & maintained every: _____ (indicate interval)

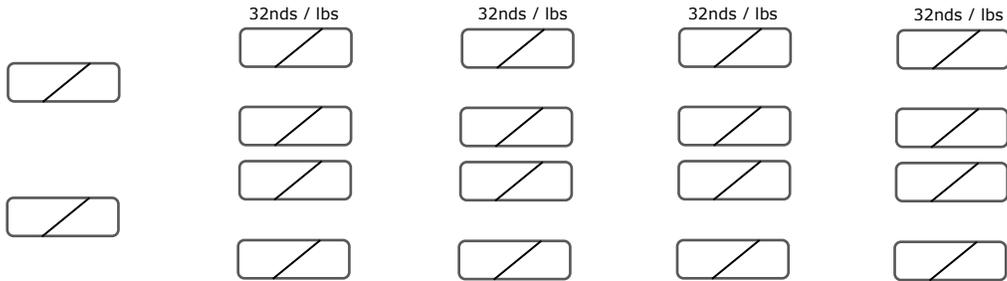
Document Check Reminder: Current MVI; Current Vehicle Registration; Current Insurance Card;
Other Documents (i.e.: IFTA, Hazmat, etc.); Last Pre-Trip Inspection Checked

Scheduled: Full PM Service Grease / lube **Unscheduled Maintenance:** Yes No

(✓) OK		(x) Adjusted		(R) Repaired		(-) Not Equipped	
Power Unit Odometer Reading		_____ Km / Miles (circle one)		Trailer(s) Hub Odometer Reading		_____ Km / Miles (circle one)	
		_____ Hours / Weeks / Month (circle one)				_____ Hours / Weeks / Month (circle one)	
Component				Component			
Body and Frame				Hydraulic / Electric Brakes			
1. Sheet Metal – Body – Floor Plan				23. Parking Brake			
2. Glass				24. Brakes - Hydraulic			
3. W/Wipers – Left - Right				25. Fluid Leakage			
4. Mirrors				26. Low Pedal – Low Fluid Level			
5. Horn				27. Trailer – Electric – Van – Hydr.			
6. Fuel System				Air Brakes			
7. Exhaust System				28. Brakes - Air			
8. Lights – Reflectors - Connectors				29. Hoses – Lines - Couplings			
9. Steering				30. Valves – Shut-off cocks			
10. Steering Box – King Pins				31. Chambers – Push Rods – Slacks Adjust			
11. Tie Rod Ends – Left - Right				32. Linings - Drums			
12. Drag Link – Front - Rear				33. Audible Air Leaks			
13. Power Steering – Anchor Loose - Leaks				34. Push Rod Travel Excessive (see note below)			
14. Steering Wheel Play - inches				35. Warning Device Inoperative			
15. Suspension & Frame				36. Slow Build Up			
16. Spring – Shackles – “U” Bolts				Fifth Wheel			
(Circle Applicable Axle)				37. Fifth Wheel Assembly (lower)			
Axle 1 2 3 4 5 6 7 8 9 10				38. Lower Mounting – Cracks Left			
• • • • • • • • • • Right				39. Bolts – Loose - Missing			
Front • • • • • • • • • • Left				40. Upper Plate & King Pin			
17. Equalizers – Torque Rods				41. Cracks – Broken Welds			
18. Frame – Cross Member Cracks				42. Cables – Chains – Hooks / Load Securement Devices			
Tires and Wheels				General			
19. Tires				43. Other Defects / Services Performed (specify)			
(Circle Defects)							
Axle 1 2 3 4 5 6 7 8 9 10							
• • • • • • • • • • Right							
Front • • • • • • • • • • Left							
• • • • • • • • • •							
20. Wheels							
21. Bent – Loose - Cracked							
22. Studs Broken – Nuts – Missing - Loose							

Fleet Preventative Maintenance Checklist

Tires and Axle Diagram



NOTE: All brakes must be adjusted for minimum lining to drum clearance.

Comments:

Signature of Mechanic: _____

Date: _____

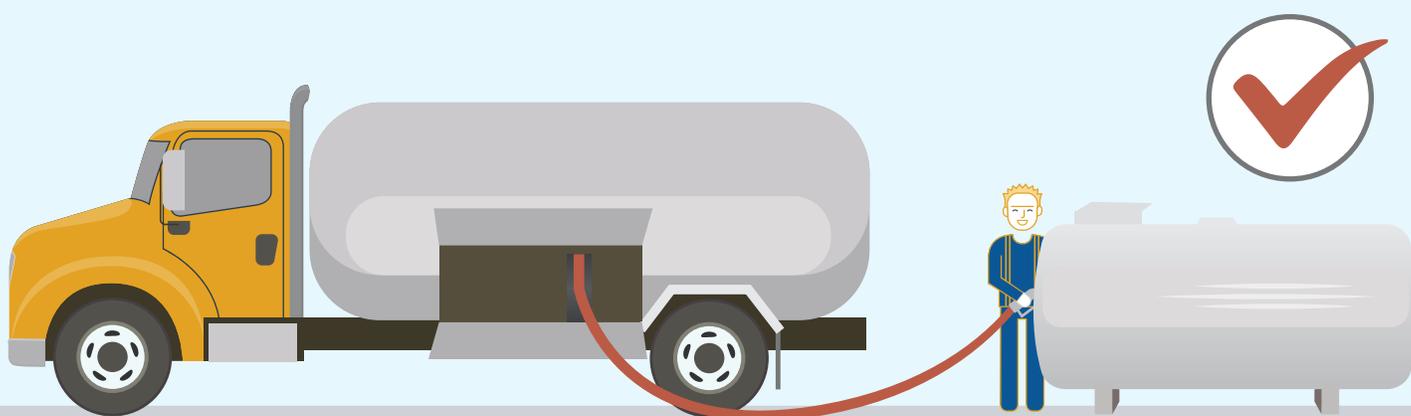
Liquid Bulk Trucks & Trailers

PRODUCT OFFLOADING BEST PRACTICE

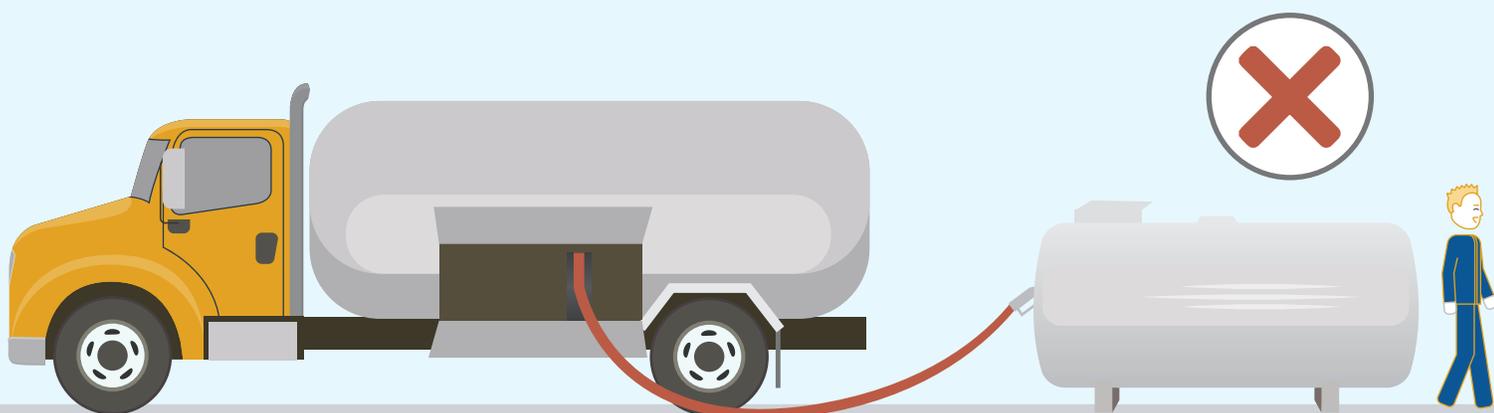
When offloading product from a liquid bulk truck/trailer, it's critical that drivers remain at the controls.

Why should drivers stay at the unloading point?

- to assist the unloading of fuel, liquids, or gas
- to ensure safety protocols are followed
- to help prevent, or quickly respond to, accidents such as fuel spills



DO NOT LEAVE THE CONTROLS
(ON THE TRUCK WITH CAMLOCK CONNECTIONS OR AT THE TANK WITH NOZZLES)
WHEN OFFLOADING PRODUCT FROM A BULK TRUCK/TRAILER.



Consider adding this picture as a decal on your trucks to remind drivers of the importance of remaining at the controls when offloading product.

To place an order for your fleet, please contact communications@sovgen.com



The benefits of defensive driver training

By: Sovereign Insurance | Featuring: Kevin Dutchak

There's a well-known saying in sports: "the best offence is a good defense," but it applies to the trucking world as well. Defensive driving, defined by the Canadian Safety Council as "driving to prevent collisions, in spite of the incorrect actions of others and adverse conditions," is one of the best ways to stay safe on the road.

Just as commercial vehicle drivers have to learn the rules of the road, it's crucial they also learn defensive driving skills and techniques, and continually hone their safe-driving practices.

What should defensive drivers look out for?

"While you can't control the actions of other drivers or the conditions on the road, defensive driver training can help you learn how to identify potential hazards and respond safely and appropriately," says Kevin Dutchak, Team Lead, Commercial Auto, at Sovereign Insurance. These hazards include: careless, aggressive, or illegal actions by other drivers; poor visibility and road conditions due to adverse weather conditions; and pedestrians, bicyclists and animals that may be in harm's way.

To illustrate the need to do more than just obey the rules, Kevin gives the example of a tractor-trailer driver who approaches a green light. He notices that a vehicle in the opposing lane has the left turn signal on, the wheels are turned, and he's creeping forward. Knowing he has the right of way, the tractor-trailer driver proceeds through the intersection while the other driver makes the left turn and a collision results.

"Who is liable for that collision? The answer is clear: the car turning left," says Kevin. "But my question to commercial vehicle drivers is: was that accident preventable by both parties?"

If the tractor-trailer driver did recognize a threat, he likely could have prevented that accident. Importantly, Kevin says, drivers should look at potential hazards not from the point of view of who is liable, but from the need to prevent an accident regardless of who might be at fault.

What are the benefits of defensive driver training?

While preventing accidents to keep people safe is the most compelling benefit of defensive driver training, there are several other benefits. These can include: safeguarding the fleet company's reputation through safe-driving behaviours; reduced violations and fines; reduced equipment losses; as well as fewer maintenance issues, as defensive driving techniques typically result in less wear and tear on engines, brakes and tires. In addition, defensive drivers can reduce stress on themselves, as they're better managing their driving environment and reducing the risk of collision.





Regular training also provides drivers the opportunity to refresh their knowledge and skills. “Even for experienced drivers, there’s always room for improvement,” says Kevin. “Defensive driver training can identify complacencies that drivers have fallen into, such as not using turn signals or backing up without looking.”

See: [Get Out and Look: GOAL in action!](#)

What are some key defensive driving skills and techniques?

According to the Ontario Ministry of Transportation, defensive driving is based on three ideas: visibility, space, and communication. 1

The basic principles include the following (among others):

- Always be aware of traffic in front, behind and beside you.
- Keep your eyes constantly moving, scanning the road ahead and checking your mirrors every five seconds or so.
- Manage the space around your vehicle to let you see and be seen, and to give you time and space to avoid a collision.
- Leave a cushion of space ahead, behind and to both sides.
- Communicate with other road users to make sure they see you and know what you are doing.
- Make eye contact with pedestrians, cyclists and drivers at intersections and signal whenever you want to slow down, stop, turn, or change lanes.

For fleet owners and operators, one best practice is to have drivers participate in an annual review of defensive driving practices. This would ideally take place in the fall or spring when road and weather conditions are about to change.

See: [How to build, roll-out, and enforce a fleet driver training program](#)

“There are additional risks with winter driving, so I recommend a review before the frost, ice, and snow arrives,” says Kevin. “Summer also presents additional risks, particularly with schools out and more children outside, an influx of tourists who are often unfamiliar with local road conditions and traffic flows, as well as road conditions that can deteriorate in dry, hot weather.”

See: [Winter driving tips](#)

As there truly is no downside to defensive driving, fleet owners and operators should consider providing regular training for drivers at all levels of experience. Those who do will help keep their drivers and others safe on the road and help keep their fleet running smoothly.

Sources

1 Ontario.ca, “[The Official Ministry of Transportation Driver’s Handbook: Safe and Responsible Driving.](#)”



The importance of pre-hire road tests

By: Sovereign Insurance | Featuring Kevin Dutchak

When hiring new drivers, applicants with years of trucking experience can look great on paper. However, regardless of a candidate's work history, it's crucial for fleet owners and operators to conduct a pre-hire road test to ensure the driver's skills and professionalism are up to speed.

"Obviously, you want to make sure the candidate can drive the vehicle, but the operative phrase here is "in an appropriate manner," says Kevin Dutchak, Risk Specialist, Commercial Auto at Sovereign Insurance. "Operators may not think they need to conduct pre-hire road tests because they only hire very experienced drivers. The problem with that is the majority of collisions don't occur because of issues with driving skills. The majority of loss events are due to risky driving behaviours."

Those issues can be anything from driving faster than appropriate for road and weather conditions, to being distracted by things like texting or eating, to aggressive driving due to frustration with another driver on the road. "Even if the candidate has 20 years of experience, that doesn't mean they're a safe, prudent driver," says Kevin. "While you do assess skills in a pre-road test, you're also checking for any behavioural red flags."

How are drivers put to the test?

A pre-hire road test typically includes the following evaluation areas:

- Pre-trip inspection, including: general condition of the vehicle, steering mechanism, condition of tires, lighting devices and reflectors, horn and windshield wipers, emergency equipment, and more.
- Coupling and uncoupling procedures, including: connects air brake and electrical lines, charges trailer brakes, backs up slowly, visually checks for proper coupling of tractor fifth wheel to trailer kingpin, including performing a tug test, and more.
- Placing the vehicle in operation, including: uses seat belt, starts vehicle properly, tests operation of air brake system, checks traffic and weather conditions prior to leaving terminal, and more.
- Overall driving skills and behaviours, including: checks in all directions for traffic conditions, checks mirrors frequently, shifts gears properly, uses signals properly and well in advance, makes sure vehicle is in the proper lane for turning, stays within the speed limit, only passes in a safe location, doesn't allow vehicle to roll when stopped, and more.

It may also be necessary to evaluate additional company-specific criteria. "Previous experience does not necessarily mean the driver has the appropriate experience and behaviours for the job they're applying for," notes Kevin. For example, a driver's previous employment may have involved unloading containers at the local port and they were never required to back up a tractor-trailer into a dock. So, it's not reasonable to assume the driver will automatically be able to perform that maneuver.

Ideally, a pre-hire test should be a minimum of two hours to ensure all areas are covered. It should also be conducted in conditions and/or on roadways that are similar to what the prospective job will entail. "Whether they're going to be driving in heavy traffic, or two-lane highways in rural traffic, part of the pre-hire road test should include those types of road conditions," says Kevin.

As the test goes along, the evaluator fills out a checklist or scoring sheet. It's up to each company how detailed the test is, as well how it's graded and weighted. When the test is done and the evaluation form is complete, both the evaluator and the driver should sign the document.

Ultimately, the aim of a pre-hire road test is to help fleet owners and operators screen candidates and keep their employees, customers and the general public safe. While safety is the top priority, there are financial and reputational risks that can be mitigated by conducting pre-hire road tests. For example, carriers questioning the time or resources required to carry out a pre-hire road test should consider the cost of the equipment the new hire will be responsible for. With tractor-trailers costing well into the six figures, it's worth the investment to ensure they're hiring the right drivers.

In addition, a driver that racks up fines and violations can lead to a poor carrier profile, which can impact the business. "You may have clients or potential clients who request a copy of your carrier profile, and if you have a high violation rate, they may decide to take their business elsewhere," says Kevin. "It all ties back to the quality of the drivers that you're hiring."