

Daily Vehicle Inspections

There are many types of County vehicles on the road performing commercial and non-commercial operations. From commercial trucks, cars, pickups, delivery vans to forklifts, all County vehicles regardless of type should be inspected at regular intervals and before each use to ensure the vehicle is in safe operating condition.

COUNTY OF RIVERSIDE STANDARD SAFETY OPERATIONS MANUAL Document Number 4001 Vehicle Use and Safety Guidelines require that each driver is responsible to ensure that his/her County assigned and or personal vehicle is safe to operate prior to use on behalf of the County. Vehicle defects or damage of a County vehicle MUST be reported in writing and or repaired as required by Agency/Department/District or County Policy. Vehicles deemed to be in an unsafe condition must not be driven until proper repairs are made. No employee is allowed to, nor can be, required to operate a motor vehicle that has defective steering, brakes, tires or other defective components or accessories required for safe operation. If any County vehicle is unsafe to operate, do not drive the vehicle. Notify your supervisor and turn in the vehicle to County Fleet Services. Request towing service if necessary.

Inspect County Vehicles

Conduct a visual inspection before driving a vehicle especially if rented or new. Check around the vehicle for hazards/obstacles that might interfere with safe movement. Inspect headlights, taillights, windshield, side and rear windows and body for any damage. Visually inspect tires for damage and under inflation.

This is best done in the morning before the first drive. Start the vehicle and check for any warning/trouble lights.

Refer to the Owner's manual for inspection information for other types of vehicles like forklifts, golf carts, and off road vehicles.

Commercial Vehicles

Examples include 10-15 seat passenger vans, buses, box or straight trucks, cargo vans, delivery vans, tank trucks, dump trucks, and flatbed trucks. Inspection records must be kept for commercial vehicles including tractor trailer trucks, buses and other weight qualifying vehicles.

Before driving a commercial motor vehicle, the driver shall:

- (a) Be satisfied that the motor vehicle is in safe operating condition;
- (b) Review the last driver vehicle inspection report; and
- (c) Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification that the required repairs have been performed. [Reference: 49 CFR Part 396.13]

Securing Loads

Before proceeding, drivers will make certain that all loads are properly secured. (1) No vehicle shall be

Daily Vehicle Inspection - continued

driven or moved on any highway unless the vehicle is so constructed, covered, or loaded as to prevent any of its contents or Load, other than clear water or feathers from live birds from dropping, sifting, leaking, blowing, spilling or otherwise escaping from the vehicle. (2) Whether or not you load and secure the cargo yourself, you are responsible for: inspecting cargo, recognizing overloads and poorly balanced weight, and knowing cargo is securely tied down or covered. (3) As part of your pre-trip inspection, check for overloads, poorly balanced weight and cargo that is not secured correctly. (4) Inspect the cargo and its securing devices again within 25 miles after beginning a trip. Make any adjustments needed. Check the cargo and securing devices as often as necessary during a trip to keep the loads secure. Inspect again: after you have driven for three (3) hours or 150 miles, whichever comes first and after every break you take during driving.

For personal vehicle maintenance:

Check tire pressures at least once each month (every other fill up), because a visual inspection alone may not reveal an improperly inflated tire.

Check under the vehicle for fluid leaks upon backing up from driveway.

If you're comfortable doing so, check under the hood under normal driving conditions at least once a month or as recommended in your vehicle owner's manual. Failure to conduct inspections can lead to unsafe operating conditions and costly repairs. Consult your owner's manual to verify what components should be on your checklist.

Good vehicle inspection practices will minimize the risk of breakdowns and accidents from mechanical failures and keep you on the road safely.

Vehicle Inspection Form Templates

next 3 pages 

Feel free to create your own

Pre Travel Department: _____ Vehicle #: _____ Week of: _____

Vehicle Inspection Log (to be conducted prior to vehicle travel)

Date	
Time	
First Name	
Last Name	
Employee Number	

Pre trip	Yes	No	Y / N	Y / N	
Insurance and registration available					
Gas for trip					
Vehicle Exterior	Y / N	Y / N	Y / N	Y / N	
Any structural damaged to the vehicle ?					
Any damage/cracks to the vehicle windows?					
Any damage to the side mirrors?					
Any damage/cracks to head/tail lights?					
Any leaks visible?					
Vehicle Interior	Y / N	Y / N	Y / N	Y / N	
Is vehicle free from odors (food etc...)?					
Is vehicle clean?					
Are seatbelts working properly?					
Are any warning gauges signaling issues					
Driving Issues	Y / N	Y / N	Y / N	Y / N	
Are brakes working properly?					
Is steering responding safely?					
Is vehicle pulling either to the left or to the right?					
Are windshield wipers working properly?					

Notes:



With the holiday season underway, people are feeling festive – including at work. But whether you’re decorating your cubicle or taking part in the office potluck, safety should always remain a top priority.

Safe decorating

Don’t stand on a chair to hang decorations. Use a stepladder, and make sure to read and follow the instructions and warnings on the label and never hang decorations from fire sprinklers (**they can prevent the sprinklers from operating properly**). CalOSHA regulations state that stacked materials should never be closer than 18 inches below fire sprinklers.

Planning to string decorative lights or other electrical items in your workspace? The Electrical Safety Foundation International, a nonprofit organization, states that workers should:

- Be sure that all electrical items are certified by a nationally recognized independent testing lab.
- Inspect all lights, decorations and extension cords for damage before using.
- Avoid overloading electrical outlets with too many decorations or electrical devices – **they can overheat and cause a fire**.
- Never try to make a three-prong plug fit into a two-prong outlet.
- Turn off all indoor and outdoor electrical decorations before leaving.
If you’ll be using an extension cord, ESFI offers additional tips:
 - Refrain from placing extension cords in high-traffic areas of your workplace, or under rugs, carpets or furniture.
 - Never attempt to extend the length of an extension cord by connecting it to another extension cord.
 - Never nail or staple extension cords to walls – doing so may damage existing wire insulation.
 - Don’t place extension cords in walls or ceilings, as this can cause the cords to overheat.

Food safety

If your workplace is hosting a potluck to celebrate the holidays, keep in mind these safety tips from the U.S. Department of Agriculture:

- Bringing a dish to share? Follow safe food-handling guidelines. Always wash your hands before and after handling food, and serve prepared dishes on clean plates – never on dishes that previously held raw meat.
- If you're preparing a dish ahead of time that contains meat, ensure the meat's internal temperature reaches the proper temperature. USDA recommends cooking raw beef, pork, lamb and veal to a minimum internal temperature of 145° F; raw ground beef, pork, lamb and veal to an internal temperature of 160° F; and all poultry items to a minimum internal temperature of 165° F.
- Concerned about your co-worker's casserole? If it has been sitting out at room temperature for more than two hours, just say no. Which leads us to the next tip ...
- Keep hot foods hot and cold foods cold. USDA notes that hot foods should be 140° F or warmer. Use chafing dishes or slow cookers to help keep hot foods at safe temperatures. Cold foods should be 40° F or colder. Keep foods cold by placing dishes in bowls of ice or by serving in small batches and replenishing from the refrigerator as needed.

Have a co-worker with a food allergy? Don't be a Grinch! Be mindful of their needs as you plan your office potluck. [Read more about food allergies at work.](#)

And finally, remember that your employer's drug and alcohol policy doesn't take a holiday break.

Have a safe and happy holiday season!