

ACTIONS TO BE TAKEN IF VEHICULAR DEFECTS ARE FOUND

1. The fleet manager must determine the nature of the defect and whether or not it will affect the safe operation of the vehicle.
2. If the fleet manager finds the defect impacts the safe operation of that vehicle the unit should be taken off the road and repairs affected as soon as possible.
3. The vehicle can be reinstated to normal use once the repairs are completed.
4. Good documentation is important to record the self-inspection findings and repairs made. These records should be a permanent part of the vehicle file.
5. The following list should assist the fleet manager in determining what would impact the “safe operation” of a vehicle.
 - a. Brakes and brake lights
 - b. Visibility (windows, visors and mirrors)
 - c. Lights
 - d. Windshield wipers and washers
 - e. Tires
 - f. Running and/or signal lights
 - g. Horns
 - h. Mechanical conditions of the vehicle including:
 - i. Steering
 - ii. Exhaust system
 - iii. Engine Condition

In addition to the above “common sense” must prevail. The fleet manager must make the decisions to protect not only the drivers but the general public that are using the highways.