



Vehicle Inspection

Policies & Procedures

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Vehicle Inspection

Scope

Who

Applies to all employees operating vehicles.

Purpose

123 Support Services aspires employees to maintain a vehicle. This Policy and Procedures sets out 123 Support Services' clear processes.

General Rules

Types of inspection

Pre-trip inspection

A pre -trip inspection is necessary before each trip to find problems that could cause a crash or breakdown. The pre-trip check is intended to give the driver an indication that problems may exist, or may be developing. These problems may not reflect the "out of service" standard for each item. Any item not meeting the listed specifications should be thoroughly checked for safe operation.

Engine compartment

Check engine oil level and condition.

Check transmission oil level and condition (automatics).

Check coolant level and condition in radiator and overflow tank (when cold).

Check power steering fluid.

Check battery cable connections for corrosion, and hold down.

Check washer fluid level.

Inspect all belts and hoses, including power steering hoses for wear or damage.

Before closing engine compartment give one last overall visual inspection for any leaks, or irregularities.

Exterior of vehicle

Check operation of all lights.

Check for any body damage.

On dump trucks make sure tailgate is securely latched.

On air brake equipped vehicles listen for any air leaks.

Inspect condition of hydraulic hoses where applicable.

Check wiper blades and condition of all glass.

Check tires for wear and proper inflation.

Check wheels for cracks.

Look underneath vehicle for any fluid leaks

Inside cab

Check operation of all controls.

Check operation of all gauges and warning devices.

Check horn.
Make sure all safety equipment is on board.
Check operation of seat belts.
Make sure all loose equipment is properly stowed.
Check adjustment and condition of all mirrors.

During a trip

Watch gauges for signs of trouble.
Use your senses to check for problems (look, listen, smell, feel)
Check critical times when you stop:
Tires, wheels, and rims
Brakes.
Lights.
Brake and electrical connections to trailer.
Trailer coupling devices.
Cargo securement devices.

Post-trip inspection and report

An after-trip inspection is necessary at the end of the trip, day, or tour of duty on each vehicle you operated. It may include filling out a **vehicle condition report** listing any problems you find. The inspection report helps the vehicle owner know when to fix something.

Further Advice or Assistance

Further advice and information can be obtained from the:

- » 123 Support Services' Director:
by phoning: 07 4361 6848;
by emailing: admin@123supports.com
- » NDIS Quality and Safeguards Commission (<https://www.ndiscommission.gov.au>)

Effectiveness and Review

The Director will review this Policy and Procedures document each 12 months on the anniversary of its approval