

	STANDARD OPERATING POLICY AND PROCEDURE Public Works Transit Services Division	Number: 80-13
Subject: Pre-Trip Inspection		Approval Date: 05-7-2018
Approval: Aimee Ramsey, Assistant Director		Effective Date: 05-19-2018

1. PURPOSE

1.1 To ensure proper Pre-Trip inspections are being followed.

2. DISTRIBUTION

2.1 Transit Services Personnel

3. REVISION HISTORY

3.1 November 16, 2015, May 7, 2018

4. PROCEDURE

- 4.1 Shift reporting time is 15 minutes prior to pull out time.
- 4.2 Up to 10 minutes additional time is allowed to look up new or unfamiliar locations.
 - 4.2.1 In this case the shift reporting time is 25 minutes prior to pull out time.
 - 4.2.2 This 10 minute of additional time must be completed at the MOC. Work from home is not authorized.
 - 4.2.3 Drivers who report earlier than 15 minutes prior to pull out time for this purpose must check in with a Crew Leader or if unavailable, the dispatcher.
 - 4.2.4 Additional time is not allotted for entering trips into a GPS.
- 4.3 Check departure list for vehicle assignment.
- 4.4 Get and log onto corresponding tablet.
- 4.5 The “route pouch” that hangs on the wall will have your vehicle inspection report. This will be stamped with “reprint” if there have been any changes to your route.
- 4.6 Look in your assigned vehicle mail slot and look over yesterday’s inspection report. Are there any safety items listed that would not allow you to use the assigned vehicle?
- 4.7 Double check assigned vehicle to riders to make sure vehicle is capable of carrying assigned riders.
- 4.8 Retrieve corresponding phone, turn it on, make sure the battery is fully charged and set to “dispatch”
- 4.9 Key phone (push to talk) to do a radio check with dispatch.
- 4.10 Retrieve corresponding vehicle keys.
- 4.11 Check with dispatch for any additional instructions.
- 4.12 Walk back to vehicle parking lot.
- 4.13 Approaching vehicle, check for vehicle leaning and under vehicle for any leaks.
- 4.14 Behind the driver seat is the binder with known damage report, accident report paperwork, insurance form and registration. All must be there before departure.
- 4.15 Using the known damage report and the vehicle inspection report, continue with the vehicle inspection.
- 4.16 Open the hood of the vehicle. Check fluids as noted on the vehicle inspection report.

- 4.17 If all fluids are good, close hood, start vehicle, turn on all lights, activate emergency brake and open passenger door.
 - 4.17.1 If a fluid is needed, fill appropriately. Fluids are in cabinet near shed. Key to cabinet is on vehicle key ring. Note all added fluid on inspection report and on fluid tracking sheet in cabinet.
 - 4.17.2 Adding fluid will add time to inspection.
- 4.18 Walk around the outside of the vehicle noting any scratches, dings or rub marks that do not appear on the known damage picture. (Note: it is best to have the same routine, start at the front of the vehicle, walk to the back on the driver's side, across the back, forward on the passenger side then across the front and back to the driver door)
- 4.19 Also ensure all lights are working properly, marker lights, tail lights, license plate light, flashers and head lights.
- 4.20 As you walk around, check tire depth including inside dual, wheel rust marks, lug nut tread, open and close rear emergency door to make sure it operates correctly. Open lift doors inspecting rubber seals on doors and full lift operation. Are the mirrors loose or have any missing parts?
- 4.21 Lift operation: once doors are open do the lift lights come on? If lift is resting on hooks, may need to "fold" before unfolding. Look for hydraulic leaks and smooth lift movement all the way to the ground and back up. Does the lift ramp fold and unfold correctly? With the manual lift handle, make sure you can lift the lift manually.
- 4.22 Inside vehicle: check for proper date on tag of fire extinguisher, emergency triangles, First Aid Kit, cleanliness of seats and floor, proper amount of wheel chair restraints, seatbelt extensions, scooter straps, sealed PPE Kit and date, bungee cords, inside lights, working flashlight, seats fold and unfold and hand holds (metal pole) secure.
- 4.23 Camera Operation: green light is illuminated on the Driver Alert Button, camera lens are in good working order, ie, missing, not cracked, hanging by wires or covered. Also ensure video surveillance decals are not torn or covered.

Also make sure the First rider configuration: from the tablet check who the first rider is and what their needs will be. If the first rider utilizes a wheelchair, set up restraints and seat belt extensions as necessary.

- 4.24 Turn on A/C units, front and back. Walk to the back to make sure cold air is blowing from rear a/c. Nov 1 through April 30 also turn on heater to make sure it works properly.
- 4.25 From driver seat adjust mirrors for your setting.
- 4.26 Check horn operation.
- 4.27 Actuate parking brake and place vehicle in drive. Does parking brake hold? Place back in park, release parking brake.
- 4.28 Note starting mileage, fuel level and pull out time on inspection report. (Note: the tablet starting mileage may be different then what shows on the vehicle. You may have to log out and back on to the tablet to get the correct starting mileage on the tablet)
- 4.29 When pulling out, double check brake and back up light operation using the convex mirror just outside the gate. Also listen for audible back up alarm.
- 4.30 By law Drivers must sign the inspection report.

Note: 1) older vehicles may take slightly longer to inspect due to more scrapes and dings.
2) If vehicle does not meet inspection criteria (mechanical or safety issue) a new vehicle will need to be assigned in which the above process will have to be repeated.

AUTHORIZED

Aimee Ramsey, Assistant Director