

Reclamation Manual

Directives and Standards

7-2633 (5-12)
Bureau of Reclamation

RECLAMATION
Managing Water in the West

MOTOR VEHICLE SAFETY INSPECTION CHECKLIST

At a minimum, safety inspections shall consist of the items set forth below. Deficiencies which impair safety of operation are corrected before returning the vehicle to an operational status.

Motor Vehicle Safety Inspection Checklist	
Item	Procedure
<input type="checkbox"/> Brake Lines	Fill hydraulic brake system with fluid if needed. Check emergency brake for correct operation. On air brake systems, inspect air brake diaphragms and all air lines and air tanks for leaks and deterioration; check air brake instrument controls, air valves, and trailer hoses.
<input type="checkbox"/> Brake Operation	Pull ahead slowly and apply brakes bringing vehicle to a stop, testing to determine if brakes are functioning properly.
<input type="checkbox"/> Brake Pedal	Apply brakes. If brake pedal fully depresses to the floorboard, whether or not the vehicle stops, remove the vehicle from service for maintenance.
<input type="checkbox"/> Exhaust System	Check that a current emission sticker is visible on the windshield. Listen for a loud noise which may indicate a leak or break in the exhaust system.
<input type="checkbox"/> Fifth Wheel and Hitch Trailers	Check fifth wheel operation and king pin, and towing safety lock. Check trailer king pin attachment for wear damage. Check condition of vehicle-trailer jumper cable. Check tow bars, tongue socket, attachments, and safety chain. Check condition of vehicle-trailer jumper cable.
<input type="checkbox"/> Fire Extinguisher	Check charge status, mounting, size, and type appropriate for all truck, truck-tractor, or bus vehicles.
<input type="checkbox"/> First Aid Kit	Ensure kit is present in Government owned vehicles.
<input type="checkbox"/> Instruments, Controls	Check all instruments, gauges, mirrors, switches, controls, horns, and warning devices for proper functioning.
<input type="checkbox"/> License Plates	Ensure they are firmly attached, rear plate is illuminated, and tags are current.
<input type="checkbox"/> Lights	Check all lights, signals, and reflectors. Check headlights for high and low beam operation.
<input type="checkbox"/> Safety belts	Check all safety belts for wear and proper mounting.
<input type="checkbox"/> Steering System	Check steering for excess movement in the steering wheel or inability to turn vehicle during brake operation check.
<input type="checkbox"/> Tires	Check all tires for damage, excess wear, or need to add air for proper inflation. Check for presence of spare tire and tools to change tires.
<input type="checkbox"/> Window Glass	Check for cracks or "bullseye" damage.
<input type="checkbox"/> Windshield Wipers	Check for proper operation, wear, damage, and deterioration. Fill windshield fluid reservoir.
Name of Employee _____	
Signature of Employee _____ Date Signed _____	