



Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 220: CDL Pre-Trip Vehicle Inspection: 7 Steps to Safety

Introduction: Safety is the most important reason you inspect your vehicle; safety for yourself and for other drivers on the road. A vehicle defect found during inspection could save you problems later. You could have a breakdown on the road that will cost time and money, or worse, cause an accident. The following seven step method should be useful in doing your pre-trip vehicle inspection:

- ① **Vehicle Overview** – Check the general condition of the vehicle. Look for damage or if the vehicle is leaning to one side. Look under the vehicle for fresh oil, grease, coolant, or fuel leaks. Check around the vehicle for hazards to movement (people, other vehicles, low hanging wires, limbs, etc.)
- ② **Check Engine Compartment** – Check that the parking brakes are on or that the wheels are chocked. Remove the keys from the ignition and check:
 - ♦ Engine oil level ♦ Coolant level in radiator; condition of the hoses ♦ Windshield washer fluid ♦ Battery fluid level, connections, and tie downs
 - ♦ Transmission fluid level (may require engine to be running) ♦ Check belts for tightness and excessive wear ♦ Power steering fluid
 - ♦ Cracked or worn electrical wiring insulation ♦ Lower and secure the hood, cab, or engine compartment.
- ③ **Start the Engine and inspect the Inside of the Cab** – Start the engine, and listen for unusual noises, check your gauges, warning lights and buzzers. Check the condition of the following controls for proper operation (no looseness, sticking, damage, or improper settings):
 - ♦ Steering wheel ♦ Clutch ♦ Accelerator ♦ Brake controls (all brakes) ♦ Horn ♦ Transmission controls
 - ♦ Interaxle differential lock ♦ Windshield wipers ♦ Defroster operation ♦ All vehicle lights, including flashers
 - ♦ Check the mirrors and windshield for cracks, dirt, illegal stickers, or other obstructions to seeing. Clean and adjust as necessary.
 - ♦ Check emergency equipment: spare fuses, flares or reflective triangles, fire extinguisher, seatbelts, etc.



④ In Cab Brake Check:

If the vehicle has hydraulic brakes: Pump the pedal three times. Then apply firm pressure to the pedal and hold for five seconds. The pedal should not move; if it does, there may be a leak or other problems. Get it repaired before driving. If the vehicle is equipped with a hydraulic reserve back up system, turn off the motor, depress the brake pedal, and listen for the sound of the reserve system electric motor.

For air brake systems:

- ♦ Check the rate of air pressure build-up ♦ Check the compressor governor cut-in and cut-out pressures ♦ Test air leakage rate
- ♦ Test low pressure warning signal ♦ Check that the spring brakes come on automatically



⑤ Turn off the engine and check lights

– Turn off the engine, make sure the wheels are chocked, release the parking brake, and take the key with you. Turn on the headlights (low beam) and four way flashers, and get out:

- ♦ Check that low beams and clearance lights are on and both flashers are working. ♦ Turn off the four way flashers ♦ Push the dimmer switch and check that the high beams work ♦ Activate the left turn signal ♦ Go down the left side of the vehicle and check all clearance lights and turn signals
- ♦ Turn off the left turn signal and activate the right turn signal ♦ Go down the right side of the vehicle and check all clearance lights and turn signals
- ♦ Turn off the right turn signal and turn on the brake lights (apply the trailer hand brake or have a helper push the brake pedal) ♦ Turn off the lights. Turn on the four way flashers (for added safety; leave the flashers on during your walk around)

⑥ Do a "walk around" inspection

- Some key locations to inspect on your walk around, beginning from the front of the vehicle, are:

- Headlights, signal and clearance lights, wipers
- Front suspension and brake
- Front wheel and tires
- Cab area
- Saddle tank area



- Coupling system
- Rear tractor wheels and tires
- Brakes
- Suspension
- Rear of tractor

- Front of trailer
- Side of trailer
- Trailer wheels and tires
- Trailer suspension and brakes
- Rear brake, clearance, and signal lights



Check your cargo, make sure it is properly blocked, braced, tied, chained, etc. Make sure end, or side gates are properly secured.

⑦ Before leaving the inspection area:

Check for all required papers, trip manifests, permits, etc. Secure all loose articles in the cab; they might interfere with operation of the controls. Test your vehicle brakes by applying the parking brake and try to move the vehicle forward slowly. Release the parking brake proceed at about five miles per hour and apply the vehicle brakes. **Repair any problems** before taking the vehicle on the road.

Conclusion: A pre-trip inspection can help you find problems that could cause a crash or breakdown, and federal and state laws require that drivers inspect their vehicles. Inspectors may also check your vehicle; if they find the vehicle to be unsafe, they will put it "out of service" until the defect is fixed. You should do a pre-trip inspection the same way each time so that you will learn all the steps and be less likely to forget something.

Work Site Review

Specific Work-Site Hazards and Safety Suggestions: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature:

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.