

VEHICLE INSPECTION & REPAIR POLICY

As defects might affect the safe operation of a vehicle they must be repaired before the vehicle is operated on a public road, Canada's National Safety Code (NSC) Standard 13, Trip Inspections requires you to perform three primary tasks:

- 1.) Inspect the vehicle every 24 hours when in operation, locate any major and minor defects and refrain from operating the vehicle if major defects are found. Refer to Standard 13 Schedule 1 for clarification on what is deemed major and what is deemed minor defects. Note: a copy of Standard 13 Schedule 1 must be produced for DOT.
- 2.) "Driver's Daily Vehicle Inspection Reports" must be completed each day showing any major and minor defects found. These reports are located on the bottom half of the Driver's Daily Log Sheets.
- 3.) Monitor the condition of the vehicle while you operate it.

If your unit is out of service for any reason you'll also need to let dispatch know so that work can be scheduled around the repair. Keep in mind it is not up to dispatch to make arrangements to have your unit repaired ... this is up to the mechanics or owner of the equipment.

Mechanics are ultimately responsible for any repairs that need to be done so you will need discuss with them any repairs required.

When completing Daily Vehicle Inspections (V.I.'s) – **be as descriptive as possible**. If the V.I. is "clean" keep it with the log sheet. If it's "dirty" (*meaning repairs need to be done*) tear off the WHITE copy and have the repair done. What we are looking for is a VI that shows something is wrong or needs fixing (*this includes oil changes and tire repairs*), and then a work order **and** part invoices showing that we've gotten this repair done.

Do any of the follow to have the repair done.

- 1.) **Repair it yourself** if you are able.
 - Complete a Work Order – make sure and include your hours (*our mechanics have them*).
 - If an employee used items from the shop to make a repair and didn't have to purchase anything else the employee must still write this on the work order.
 - If you have to purchase an item for your repair, attach the receipt to the work order.
 - If you pay for this purchase yourself, fill out an "Employee Expense Sheet" and attach a "photocopy" of this receipt and turn it into the office. You will be reimbursed.
 - Attach the yellow sheet of the work order to your timesheet to prove the hours you worked on this unit.

- 2.) **If you can't repair it yourself give the V.I. to the mechanics and make sure and show the mechanic what you are trying to describe.** They'll either make up a work order and fix it or send it outside of our location for repair. They'll submit all the paperwork to the office when they are done.

- 3.) **Take your unit to a repair centre (with approval from mechanics or owners) and have it repaired outside of our location.**