

Vehicle Practice

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PREVENTIVE MAINTENANCE INSPECTION REPORT - CLASS 1, 2 & 3 VEHICLES

Practice:

1.0 INTRODUCTION

The Preventive Maintenance Inspection Program is designed to ensure routine service functions are performed at regular intervals on Company Vehicles. These services are required to ensure vehicles are in good mechanical condition, safe and operating efficiently.

All outside contractors have to be qualified by Fleet Services.

- This Practice covers preventive maintenance procedures for Class 1, 2 & 3 vehicles. It is not designed as a Repair Manual. Those engaged in carrying out these maintenance procedures are expected to be familiar with Vehicle Service Manuals and Warranties.
- The Practice is designed to guide the mechanic through a series of "checks" at specified intervals during the life of the vehicle.
- Safety related defects must be repaired before the vehicle returns to service. Other defects may be repaired at the same time; if not, repairs must be rescheduled through the fleet planner. At anytime a vehicle will be taken out of service by the Vehicle Supervisor if they feel the unit is not safe to operate.

The Preventive Maintenance Inspection Report is comprised of three types of service: A, B & MVI at specified intervals (km or months).

The Supervisor responsible for the vehicle is required to see that maintenance is performed as outlined in this Practice.

2.0 SERVICE INTERVALS

"A" Service Interval - Frequency: Class 1, 2 & 3 - 10,000 km or every 4 months.

"B" Service Interval - Frequency: Class 1, 2 & 3 - every 12 months

MVI – Frequency (refer to the Department of Transportation Official Inspection Station Manual)

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Fleet Services



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3.0 MAINTENANCE INSPECTION REPORT FORM

The Maintenance Inspection Report Form 80-50-1570 shall be completed as outlined in Appendix I. A copy of this inspection report form can be obtained from Fleet Planning

4.0 FILE

Upon completion, a copy of the inspection form is to be faxed to Fleet Services Maintenance Planning (422-5335).

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APPENDIX I

DETAILED EXPLANATION OF THE PREVENTIVE MAINTENANCE - VEHICLE CLASS 1, 2 & 3

PROCEDURES

The vehicle data is entered at the top of the form (vehicle number, kilometres, engine hours, date). A shop work order is prepared outlining the type of maintenance and any repairs requested by users' supervisors.

"A" Service

Cab - Check - operation of instrumentation

- wipers, washers, heating, defrost systems, and horn
- parking and service brakes for holding
- all glass, doors, door locks & hinges - inspect for condition and operations
- driver's seat adjustment & seat belt operation
- reset oil light

Engine - Service

* Change motor oil and filter. Inspect for oil leaks.

Check cooling system - inspect radiator and supports, all hoses and connections for condition, leaks, and test freeze point -34°C (-30°F).

Check all belts - inspect for condition and adjust as required.

Inspect - exhaust system.

Inspect - fuel tank, lines, and connections for damage, leaks, and corrosion.

Fill-up exhaust fluid (DEF)

Electrical Systems

Check – Battery cables and hold-down brackets, check wire connections and, check and lubricate trailer plug. Inspect for corrosion, damages - check tightness of all connections.

Check - Operation of all lights, including revolving light (beacon) and remote spot light.

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Power Train & Steering System

Oil Level & Leaks - Power steering pump, steering box, transmission, front and rear-end differentials.

Check upper and lower control arms, king pins or ball joints, steering arms, drag-link, tie-rod ends, shocks and struts for looseness, and leaks.

Suspension - Inspect springs, spring-pads, caps and U-bolts for damages or looseness, broken leaves and broken coil springs.

Check - Universal/constant velocity joints and yokes for looseness, leaks and/or boot damage.

Wheel Bearings - Rock wheel top and bottom and check looseness of wheel bearings, spin wheels and check for bearing noise.

Brakes

Check Fluid Level in Master Cylinder, inspect brake tubing, hoses, and connections for damages, leaks, or corrosion. Adjust brakes as required (including emergency).

Tires (Including Spare)

Inspect condition, i.e. cord break, tread damage or uneven wear, sidewall cracks, scuffs, bumps, lumps or bulges and alignment when necessary. Use depth gauge to measure wear and use VP 03-16 for replacement guide. Record tire tread depth on maintenance sheet.

Check tire pressure with gauge - adjust as required. Record tire pressure on maintenance sheet.

Wheel & Nuts - Check for looseness, missing or defective bolts, nuts, lugs and torque.

Lubrication

Lubricate all lube points with grease, linkages, cables, door locks, hinges and door rubbers. Use oil can or spray lubricant.

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"B" Service: Includes complete "A" Service and MVI

Engine

* **Change spark plugs at 100,000 kilometers.**

Change fuel filters & change air filter when contaminated.

Check engine supports, for looseness/damage.

Inspect PCV system operation - check PCV filter inside air cleaner.

Transmission

* **Change oil and filter only once at 50,000 kilometers.**

Wheels, Drums, Rotors, & Brakes

Remove Wheels - Inspect hubs, hub-seals and bearing condition.

With wheels and hubs removed - check axle housing and seals for leaks, breather - free of obstructions.

Repack wheel bearings.

Wheel nuts to be torqued, when wheels are installed. Inspect

wheels for damage such as bent or cracked rims. Wheels and

hubs removed - inspect drums or rotors condition.

Check brake linings or pads - inspect condition and wear – replace/adjust as required.

Inspect brake cylinders or calliper assembly - check for leaks, damages and operation.

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Adjust brakes; confirm operation of parking brake.

Tires (Including Spare)

Inspect condition, i.e. cord break, tread damage or uneven wear, sidewall cracks, scuffs, bumps, lumps or bulges and alignment when necessary. Use depth gauge to measure wear and use VP 03-16 for replacement guide. Record tire tread depth on maintenance sheet.

Remove the spare tire, check the cable (as applicable) for wear. Lubricate the cable and threads, re-install the spare.

Brakes

Wheels and hubs removed - inspect drums or rotors condition.

Check brake linings or pads - inspect condition and wear - replace as required.

Inspect brake cylinders or calliper assembly - check for leaks, damages and operation.

Adjust brakes; confirm operation of parking brake.

Cab and Body

Head Lamps - Check high and low beam for adjustment.

Check that the “Deer Whistles” are in place. If not, install new ones.

Check body condition - inspect for rust and damages - check for holes in floor pans (including rocker panels and wheel-wells). Record on form.

After completing B service and repairing safety items, complete the MVI form.

Road Test (Vehicle Driveability Test)

Vehicle shall be road tested after the maintenance inspection (B).

Engine - operation of engine, engine noise, smoke, and light indicators.

Check operation of heater and windshield defroster.

Steering Wheel free-play 2 to 3" - check wander and shimmy.

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Brakes - check operation, squeal, pull, drag or chatter.

Transmission - check shifting operation and noise.

Drive Line and Differential - check noise, back lash and vibrations.

Final Visual Inspection - Check under vehicle for oil, fuel or coolant leaks.

Note: The comment section to be used to list repairs or any action that may be required.

Mechanic **is required** to sign and date the preventative maintenance form.

*** Indicates that you need to call the Fleet Planner or Fleet Maintenance Supervisor.**

Preventive Maintenance Inspection Report
Class 1, 2, & 3 (Gas & Diesel)

When completed Fax to 422-5335



VEHICLE NO.	KILOMETERS	ENGINE HOURS	Inspection A, B, MVI <input checked="" type="checkbox"/> - Requires repair <input checked="" type="checkbox"/> - Checked & OK (-) - Not Equipped
YEAR	MONTH	DAY	

"A" SERVICE INTERVAL 10,000 KM/4 MONTH CLASS 1 & 2 3

TIRES/WHEELS

CAB-CHECK

Operation of instruments, wipers, washer		
Horn, heater & defroster system		
Service brakes for holding & parking		
Windshield, glass, doors, door locks, mirrors, weatherstrip, seat & belts		

Tire conditions & recommended pressure (Replace at 5/32)		
Check wheel nuts, torque		
Rotate tires as required		

LUBRICATION

Lubricate all fittings, joints, door locks & hinges		
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ENGINE

"B" SERVICE & MVI YEARLY INTERVAL

Change oil & filter & check for oil leaks, Recet oil light		
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ENGINE

Change spark plugs at 100,000 km		
Engine, transmission supports		
Change air filter when contaminated		
Change fuel filter		

Antifreez -30°F/-34°C		
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TRANSMISSION

Change oil & filter only once at 50,000 km		
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Belts - condition and adjustment		
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WHEELS, DRUMS, ROTORS & BRAKES

Exhaust Fluid		
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Check disc brake pads		
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Muffler tail & exhaust pipes		
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Check brake linings, adjust as required		
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Fuel tank, lines & connections		
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Check rotors & drums		
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VP 01-07		
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Repack wheel bearings		
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Operation of all lights & beacon & spotlight		
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Inspect cylinders for leaks/defects		
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Powertrain/Suspension		
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CAB & BODY

Transmission oil level & leaks		
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Check for rust & damage & record		
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Differential oil level & leaks		
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Check that "Deer Whistles" are in place, if not, re-install spare		
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Tie-rod ends struts, ball joints, shocks, control arms for looseness & leaks		
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TIRES/WHEELS

Power steering pump oil level & leaks		
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Remove spare tire, check cable (as applicable) for wear. Lubricate cable and threads, re-install spare		
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Check universal/constant velocity joints, yokes for looseness, leaks or boots for damage		
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MVI (if applicable)

Steering box for leaks		
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ROAD TEST (AFTER "B" SERVICE)

Spring pads, caps, U-bolts, universal joints & springs for broken leaves/coils		
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ENGINE: operation of engine <input type="checkbox"/>		
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Wheel bearings		
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noise <input type="checkbox"/> smoke <input type="checkbox"/> oil pressure <input type="checkbox"/>		
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BRAKES		
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indicator lights <input type="checkbox"/> heater-defroster <input type="checkbox"/>		
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Brake tubings for leaks/damage/corrosion		
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STEERING: free play <input type="checkbox"/> wander <input type="checkbox"/> shimmy <input type="checkbox"/>		
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Master cylinder - fluid level/leaks		
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BRAKES: operation <input type="checkbox"/> squeal <input type="checkbox"/> pull <input type="checkbox"/> drag <input type="checkbox"/>		
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PSI TD <input type="checkbox"/>		
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chatter <input type="checkbox"/>		
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PSI TD <input type="checkbox"/>		
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TRANSMISSION: operation of shift <input type="checkbox"/> noise <input type="checkbox"/>		
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PSI TD <input type="checkbox"/>		
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REAR END: differential noise <input type="checkbox"/>		
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PSI TD <input type="checkbox"/>		
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DRIVE LINE: vibration <input type="checkbox"/>		
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PSI TD <input type="checkbox"/>		
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INSPECT FOR LEAKS: fuel <input type="checkbox"/> oil <input type="checkbox"/> coolant <input type="checkbox"/>		
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PSI TD <input type="checkbox"/>		
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PSI TD <input type="checkbox"/>		
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PSI TD <input type="checkbox"/>		
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Inspection Completed by:

Date: