



CITY OF SAN ANTONIO

SOLID WASTE MANAGEMENT DEPARTMENT
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SAN ANTONIO, TEXAS 78228

Memorandum

To: All Solid Waste Management Department Employees

From: David W. McCary, CPM, Solid Waste Management Department Director

Copies: David Neman, Assistant Director; Josephine Valencia, Assistant Director; Tatyana Toro, HR Generalist; file

Subject: Revisions to Departmental Policy on Pre- and Post-trip Commercial Vehicle Inspection Policy and Procedure Form

Date: October 30, 2012

Effective Nov 1, 2012 departmental policy *Pre- and Post-trip Commercial Vehicle Inspection Policy* numbered 06-17 supersedes policy *Commercial Motor Vehicle Pre- and Post-trip Inspection* 01-07 dated January 23, 2002.

Revisions to the 2002 *Pre- and Post-trip Commercial Vehicle Inspection Policy* were made in order to facilitate standardization of forms and the process of conducting inspections.

Changes include the following:

- There is now only one pre/post trip inspection form for all CDL vehicles.
- The policy mirrors and describes the process of checks listed on the inspection form.
- The form now requires drivers to document the state inspection expiration date on the form.
- The policy now requires drivers to complete the inspection form at the vehicle not inside the crew quarters.
- Post-trip inspections now have specific items that must be accomplished and documented.



David W. McCary, CPM
Solid Waste Management Department, Director

10/30/12

Date

I. Purpose

The purpose of this policy is to establish the minimum criteria for conducting and documenting pre-trip and post-trip inspections of a commercial vehicle. This policy is designed to ensure employees and vehicles comply with the minimum requirements of the Texas Transportation Code and Commercial Motor Vehicle Handbook, Federal Motor Carrier Safety Regulations and ANSI Z245.1-2008, Mobile Wastes and Recyclable Materials Collection, Transportation and Compaction Equipment - Safety Requirements.

II. Policy

This policy applies to all employees assigned to the Solid Waste Management Department (SWMD or the Department) who operate commercial motor vehicles owned or operated by the City of San Antonio (City). Managers and supervisors must ensure their internal procedures fully comply with the minimum guidelines of this policy. Managers may supplement the policy, but the supplement must be coordinated through SWMD's Safety and Training Coordinator and the Fleet Operations Coordinator before implementation. Employees must be familiar with this policy as they will be held accountable for compliance with this policy.

III. Definitions

City Property	As used in this policy, includes but is not limited to buildings, vehicles, offices, worksites, city streets, right of ways, service centers, and real property owned, leased, or operated by the City.
Commercial Motor Vehicle	A vehicle or combination of vehicles with a gross vehicle weight (GVW) rating of 26,000 lbs. or greater, or a vehicle designed to transport more than 15 passengers, including the driver, or a vehicle used to transport hazardous materials in a quantity requiring placarding by a regulation issued under the Hazardous Materials Transportation Act (49 U.S.C. Section 1801 et seq.).
COSA or City	City of San Antonio.
Driver or Operator	An employee trained, authorized, and licensed to operate a vehicle owned or operated by COSA.
Employee	Any permanent, temporary, or part-time employee of the City of San Antonio.
Inspection Report Form	The form used by the vehicle operator to document the process of looking upon, viewing closely, and critically examining their vehicle to ensure it meets minimal safety and operating standards for operation on the road.
License	A state-issued card that grants authorization to operate a motor vehicle that is issued or granted by the laws of the state (i.e., CDL-A, CDL-B, or Class C).

Post-trip Inspection	The inspection accomplished by the driver at the end of their shift designed to document problems experienced with the vehicle during the day and to identify and document new problems with the vehicle.
Pre-trip Inspection	The inspection accomplished by the driver prior to operating the vehicle. It is used to document and determine the vehicle's ability to operate safely.
Straight-lining	The process by which a driver fails to properly accomplish a thorough vehicle inspection; instead, without looking at each individual item closely, line down or otherwise document on the report that each item was properly inspected.

IV. Pre-trip Inspection Requirements

A. Purpose of Pre-Trip Inspections

Pre-trip inspections are performed and documented by SWMD employees who operate commercial vehicles using the SWMD Commercial Vehicle Inspection Form (see Attachment A). Managers ensure their employees are provided training on how to conduct and document vehicle inspections. Training is provided to new and promoted employees by the department trainers. Pre-trip vehicle inspections enhance the safety of the driver, other crew members, and others on the road. Vehicle defects discovered during a pre-trip inspection can prevent mechanical problems and higher repair costs later. For example, problems that are not discovered during pre-trip inspections could cost invaluable time during breakdown on the route, increase cost for repairs, and, even worse, could be the cause of a vehicle accident resulting in a fatality.

B. Completing a Pre-Inspection Form

Drivers are responsible for completing and documenting a thorough pre-trip inspection of the vehicle(s) they operate on a daily basis. Unless otherwise noted, all inspections are visual inspections and are performed and documented before the vehicle is driven, even if the vehicle has been driven by another operator on the same day, using the SWMD Commercial Vehicle Inspection Form (see Attachment A). Co-workers assigned to work with the driver are to assist the driver in performing this inspection. Inspections are to be performed at the vehicle that is being inspected and not inside the crew quarters at the service center.

The driver checks every item on the inspection form and indicates if each item is satisfactory or unsatisfactory. If satisfactory, a check (✓) is marked in the item's corresponding box; if unsatisfactory, an "x" is marked in the item's corresponding box. The driver must report all unsatisfactory finding to the supervisor prior to leaving the yard and the vehicles should be turned in to the Maintenance Shop. Straight-lining vehicle inspection reports are strictly prohibited. As professionals, vehicle operators are expected to properly perform their inspections thoroughly and completely every day.

Cabs on LCF (Low Cab Forward) trucks will not be raised to perform inspections. Fluids can be checked from behind the cab.

Once the inspection is completed and the form is properly filled out, whether or not problems were identified during the pre-inspection, the driver delivers the pre-trip inspection form to the appropriate supervisor to be reviewed and signed.

C. Pre-Inspection Form: Inspection Points and Descriptions

Table 1 reflects all items on the Pre-Trip Inspection Form and provides descriptions for each inspection points.

Table 1: Inspection Points and Descriptions

#	Inspection Point	Description of Inspection
External Inspection (All CDL Vehicles)		
1.	Leaks	Before starting the truck, look under the vehicle for signs of fluid puddles or dripping fluid on the ground that may have accumulated overnight. If leaks are found, identify the source, report the leak to your supervisor, and turn the vehicle in to the Maintenance Shop as appropriate. Ensure leaks are cleaned up using absorbent material and ensure the material is properly disposed of. Ensure leaked fluids are replaced.
2.	Check Fluid Levels	Check the following fluids before starting the truck:
a.	Fuel	Ensure your vehicle is full of fuel prior to departing your service center.
b.	Coolant	Look at the sight reservoir or remove the radiator cap to see the level of coolant fluid. Adequate level will show in sight reservoir or be visible in the radiator. <i>For your safety, never remove the radiator cap when the radiator is hot.</i>
c.	Oil	Check the oil level before starting the engine by pulling out the dipstick, wiping the dipstick clean on a clean cloth or paper, reinserting the dipstick, pulling out the dipstick again and reading the level, wiping the dipstick clean, reinserting the dipstick and reading the level again. If engine has been started, wait 5 minutes before checking the oil level. The oil level must be between the "Refill" and "Full" mark.
d.	Hydraulic fluid	The following procedures outline methods to be used for checking the level of hydraulic fluid reservoirs.
		Hydraulic Fluid Reservoirs with Sight Glass: <ul style="list-style-type: none"> ◦ Ensure the all cylinders in the system are retracted. ◦ Ensure Power-Take-Off (PTO) and engine are off. ◦ Look at sight glass and ensure the hydraulic fluid is between the "half full" mark and the "full" mark.
		Hydraulic Fluid Reservoirs without Sight Glass: <ul style="list-style-type: none"> ◦ Ensure Power Take Off (PTO) and engine are off ◦ Open the pit cock on the side of the reservoir. Hydraulic fluid will drip out of the pit cock if the reservoir is full. Use a container to catch drip.
		After checking that the reservoir is full, the pit cock <u>must</u> be closed before starting the engine.
e.	Windshield washer fluid	Ensure the wiper fluid reservoir is full prior to departing the service center.
f.	Transmission fluid	Before starting the vehicle, use the transmission dipstick to verify the oil level in the transmission. After the transmission has reached operating temperature, use the dipstick to verify that the oil level is on the "full" mark. <ul style="list-style-type: none"> ◦ Cold check - performed to determine if the transmission has enough fluid to be safely operated until a hot check can be performed. ◦ Hot check - performed to check fluid level when the engine water gauge has stabilized and the transmission has been operated under load for at least one hour.
g.	Power steering fluid	Before starting the vehicle, check the power steering fluid-level. Locate the power steering fluid dipstick, unscrew the cap, and take the reading. Ensure the reading mark on the dipstick is the correct one for the engine temperature.
h.	Diesel exhaust fluid (DEF)	The DEF tank sits next to fuel tank(s). There is a DEF gauge on the dash, as well as warning lights, and, in some cases, an alarm. Fluid level can also be visually checked by undoing DEF fuel cap. For now, only maintenance personnel are to add this fluid when needed, but operator is responsible for checking fluid levels.
3.	Windshield	Windshields: Check windshields for cracks, dirt, outdated or illegal stickers, or

	/windshield wipers	other visual obstructions. Windshield wipers: Check for worn, cracked or damaged blades. Ensure blades are securely on wiper arms, wipers are working properly, and there is wiper fluid.
4.	Valid state inspection sticker	Ensure your state inspection sticker is valid and document the inspection month on the pre-trip inspection form.
5.	Vehicle body condition: cleanliness/damage	The outside of the vehicle is to be cleaned at least once a week or as needed to remove gross amounts of loose material or debris from the outside of the vehicle. Additionally, any damage observed is documented on the pre/post-trip inspection report and reported immediately to your supervisor.
6.	Mounting steps and grab handles	Properly secured to the body of the vehicle and ensure it's not damaged.
7.	Mirrors	Ensure mirrors (inside and outside) are clean, properly adjusted to the driver operating the vehicle, and not broken.
8.	Exhaust system	Ensure the engine is off and brakes are set: <ul style="list-style-type: none"> ◦ Look for holes or cracks in the system ◦ Ensure the stack is in good condition ◦ Check if the rain cap is installed (if designed for a rain cap)
9.	Fuel tank supports	Ensure the following: <ul style="list-style-type: none"> ◦ Fuel tank(s) are securely mounted, not damaged, or leaking ◦ Fuel crossover line are secure ◦ Tank(s) contain enough fuel ◦ Cap(s) are on and secure
10.	Front and rear suspension	<ul style="list-style-type: none"> ◦ <i>Springs</i>: Look for missing, broken or shifted leaves, or ones that are in contact or nearly in contact with tires, rims, drum brake, or frame of body. ◦ <i>Spring Mounts</i>: Check for cracks or broken spring hangers, broken or missing bolts, or missing or damaged bushings, and broken, loose, or missing mounting parts. ◦ <i>Shock Absorbers</i>: Check for cracks or leaks, loose, missing and/or broken bolts and bushings.
11.	Drive line and frame	Look for cracks, broken welds, holes, or other damage to the longitudinal frame members, cross members, box, and floor.
12.	Pins and turnbuckles	Pins and turn-buckles should secure the hopper or rear door to the body of the truck and be free of damage and obstruction. The turnbuckles should be hand tighten and should be able to be loosened smoothly.
13.	Vehicle warning signs and markings	Below are the signs commonly seen on SWMD vehicles: <ul style="list-style-type: none"> ◦ Makes frequent stops ◦ Makes wide turns ◦ Stand clear
14.	Exterior lights & reflectors	This inspection is conducted by two (2) people. When only one person is assigned to the vehicle, supervisors need to ensure employees work as a team to facilitate proper completion of the inspection. Ensure the following: <ul style="list-style-type: none"> ◦ Lights illuminate properly ◦ Lights are clean and serviceable. ◦ Headlights function on both high and low beams ◦ Both brake lights come on when brakes are applied ◦ Signal lights and four-way flashers work properly ◦ Reflectors are clean, serviceable and of proper color ◦ All beacon lights are in proper working condition
15.	Belts	Inspect belts for signs of wear and tear (i.e., cracks, fraying, brittle condition, torn, etc.). Check the tension of each belt by pushing with hand pressure; there should be approximately 1/2 inch of play or less in the belt pressed or pulled. Cab-over vehicles are exempt from this procedure in the vehicle inspection process.
16.	Hoses	Check hose connections (air, hydraulic, coolant, etc.). In cab-over vehicles hoses under the cab are exempt from this procedure in the vehicle inspection process; however, all hoses on the outside of the cab must be inspected.
17.	Battery, cables and cover devices	Ensure the following: <ul style="list-style-type: none"> ◦ Battery box is securely mounted to vehicle ◦ Box has secure cover

		<ul style="list-style-type: none"> ◦ Battery is secured against movement ◦ Battery is not broken or leaking ◦ Fluid in battery is at proper level (except maintenance-free type) ◦ Cell caps are present and securely tightened (except maintenance-free type) ◦ Vents in cell caps are free of foreign material (except maintenance-free type) ◦ Battery shutoff is operational.
18.	Electrical Wires and Cables	Inspect all visible electrical wires and cables and ensure they are not tangled, crimped, pinched or dragged against truck parts. Electrical wire and cable insulation should not be cut, cracked, or worn. Electrical connections must be properly spliced and taped.
19.	Tires and wheel assembly	The following procedures shall be used when inspecting tires and wheels. Document and report discrepancies to your supervisor.
a.	Tread thickness	<p>Check the tread depth of each tire and note if the tread is unevenly worn. Below are some field testing measures which drivers can use during the inspection for tire tread depth.</p> <ul style="list-style-type: none"> • Minimum tread depth for front tires is 1 /8 inch thickness <ul style="list-style-type: none"> ◦ To check tire tread depth, place the top of a quarter's head in the center most tread of the tire. If the measurement is below the head on the quarter, the measurement is less than 1/8 inch. • Minimum tread depth for rear tires is 1/16 inch thickness <ul style="list-style-type: none"> ◦ To check tire tread depth, place the top of a penny's head in the center most tread of the tire. If the measurement is below the head on the penny, the measurement is less than 1/16 inch.
b.	Check tire pressure	All tires require a visual inspection. The best method to check tire pressure is with a pressure gauge. Each center has an air hose and pressure gauge available. If a tire looks low, check it. If you are not sure, check it.
c.	Wheel and rim conditions	<p><i>Wheels:</i> Look for cuts or damage to the tread walls. Look for missing or broken or damaged valve caps and stems. Retreads are not allowed on steering (front) axles. Pay special attention to inside-dual tires to identify damaged or defective tires.</p> <p><i>Rims:</i> Check for damaged or bent rims. Rims should not have welded repairs or rust trails. Rust trails may indicate that the rims may not be secure.</p>
d.	Lug nuts and wheel hubs	Check for missing or loose lug nuts. Also, look for rust trails around nuts, noticeable cracks around the lug bolt holes, and holes out of round. Check wheel hubs seals: Check both the inside and outside wheel hub seals for leaks. If leaks are identified, report discrepancies as required.
e.	Lug nut tightness washers	Some vehicles are equipped with plastic washers with directional arrows. If all of the arrows are facing the same direction, your lug nuts are tight. If a washer is facing a different direction, take the vehicle to fleet maintenance and have the lug nut tightened.
f.	Mud flaps and wheel skirts	Inspect mud flaps to ensure they are in place and properly attached. Torn or missing mud flaps should be replaced before the vehicle leaves the service center.
20.	Debris or paper in the engine area	Check for debris in and around the engine area and remove any debris since debris can pose a fire risk.
21.	Debris behind the packing blade	<p>To inspect the packing blade, the blade must be extended to the rear of the vehicle.</p> <ul style="list-style-type: none"> ◦ Engage ejection blade control handles. ◦ The blade should move freely and smoothly. ◦ Inspect and clean the area behind the packing blade at least once a week. Cleaning behind the blade will prevent an excessive build-up of debris and prevent damage to the equipment. ◦ Use lock-out/tag procedures before anyone enters a packer body or the space in front of the brush trailer ejector blades to remove debris. <p>Inspect and clean behind the packer blade on ASLs each day it is used. Clean ASLs with the hand rake daily. When excessive movement of the packer blade is noticed on route, the supervisor and/or hot shot mechanic should be called to adjust. The driver inspects to insure the blade does not extend past the hopper.</p>
22.	PTO Pump	Inspect pump, PTO, valves and hydraulic lines for loose bolts, connections, unusual noise, and leaks.

23.	Properly secured clean out doors	Debris clean-out doors are to be propped open from the previous day and therefore they must be closed and secured prior to departing your service center.
24.	Activate & observe all hydraulic systems	Drivers must activate and test all hydraulic systems prior to leaving their service centers. Hydraulic systems include gates, arms, blades, tippers, booms, stabilizers, or any other equipment powered by hydraulics.
Interior Inspection (All CDL Vehicles)		
25.	Inside of the cab clean	Inspect and clean the inside of the cab on a daily basis. Cabs must be clean of debris, objects, paper, dirt, etc. Low cab forward trucks are not to have objects wedged between the windshield and dash.
26.	Interior Lights	Ensure all interior lights function properly.
27.	Valid Texas Driver's License	All SWMD CDL drivers must have (on their person) a valid state of Texas Driver's License for the type of vehicle they are driving.
28.	Seats & seat belts	Check your seats to ensure they are free of protrusions from springs and other metal objects. Ensure all vehicle seatbelts are operational and free of defects.
29.	Insurance form inside vehicle	This form must be with the vehicle prior to the vehicle departing the service center. Make sure this form is legible and not torn. Contact your supervisor immediately if this form isn't available in your vehicle.
30.	Warning lights and buzzers	Ensure all warning lights and buzzers are operational prior to departing the service center. These systems alert the driver to potential vehicle issues and often preclude further damage.
	Gauges (temp, fuel, air, oil)	Similar to buzzers and lights, gauges must be checked to ensure they are functioning properly. These systems also alert the driver to potential vehicle issues and often preclude further damage.
31.	Steering wheel play	Steering wheel play of more than 10 degrees (approximately two inches movement at the rim of a 20-inch steering wheel) can make it hard to steer. If the vehicle is power steering equipped, hoses, pumps and fluid level should be checked for leaks.
32.	Air Brake Warning Device	This is a warning gauge that alerts the driver as to the air pressure in their tanks. To ensure this device is working, run the following tests: <ul style="list-style-type: none"> ◦ <i>Air compressor governor cut-in and cut-out pressure test:</i> Run the engine at a fast idle (not to exceed 1500-RPM). The air governor should cut-out the air compressor at approximately 125 psi. The air pressure shown by the gauge(s) will stop rising. With the engine idling, step on and off the brake to reduce the air pressure. The compressor should cut-in at about 100 psi. ◦ <i>Air leakage rate test:</i> After reaching operating pressure, shut off the engine and turn the key to the "on" position. Depress and hold brake pedal and make sure there is no more than 2 psi per minute leak. ◦ <i>Low Pressure Warning Signal Test:</i> Step on and off the brake pedal repeatedly (pumping action) and continue this action until the warning light and buzzer come on (this should happen at 60 psi). ◦ <i>Spring Brake Test:</i> Step on and off the brake pedal repeatedly (pumping action) and continue this action until the parking brake knob pops out (this should happen at about 60 psi). ◦ <i>Service Brake Test:</i> Wait for normal pressure (between 100 and 125 psi), release the parking brake, move the vehicle forward slowly (about 5 mph), and apply the brakes firmly using the brake pedal. Note if the vehicle "pulls" to one side, has any unusual feel, or experiences a delayed stopping action. If any of these conditions exist report them to your supervisor immediately.
34.	Transmission shifter	This is the mechanism that allows the driver to shift from low gears to higher gears and into reverse and neutral. Ensure all gears are operational.
35.	Back-up warning alarm	This is an audible alarm that alerts those around you that your vehicle is in reverse. Roll down your window, depress the brake pedal, place vehicle in reverse, and ensure you can hear the alarm.
36.	Parking brake	Conduct the following test to ensure the parking brake is operational: With parking brake engaged and brake pedal depressed, place truck in gear and then release the brake pedal. The parking brakes should hold. If the parking brakes do not hold, document on the pre-trip or post-trip inspection form, report discrepancies to your supervisor, and turn the vehicle in to the Maintenance Shop.

37.	Horn (air & Electric)	Horn and Warning Devices: Ensure all horns and back-up alarms are working properly by doing the following: <ul style="list-style-type: none"> ◦ Tap on the horn button on the steering wheel for the electrical horn ◦ Pull on the air horn cord once to ensure this secondary horn is working properly
38.	Heater, defroster, & A/C	Ensure the heater, defroster, and air-conditioner are working properly. Run the fan on all speeds to ensure the system is operating to its fullest capabilities.
39.	Equipment secured in vehicle	Ensure all equipment that is inside the cab of the vehicle is properly put away when not in use. This eliminates projectiles in the event of an accident.
On Board Safety/Emergency Equipment (ALL CDL Vehicles)		
40.	Work boots and work gloves	These are required and must be worn.
41.	Safety glasses	Can be clear or tinted but must conform to ANSI standards for eye protection.
42.	Traffic safety vest	Required anytime other than inside the crew quarters. They will identify the drivers and will allow them to be seen. They must be worn even during bright and sunny conditions.
43.	Hard hat	Hard hats protect the driver from situations where something may fall on the employee. These are required to be worn anytime a driver is unloading their vehicle, tarping loads, or working around other overhead hazards as identified by the supervisor.
44.	Water cooler	A water cooler is provided to all CDL type vehicles. These coolers can contain water, ice, or department-provided electrolyte supplements.
45.	Cell phone	Department-issued cell phones are to be used to alert your supervisor of issues while away from the service center. Phones should be fully charged prior to departing the service center.
46.	Fire Extinguisher	Ensure your extinguisher is properly charged, properly rated (multi-purpose A-B-C type unit), and shows no signs of damage or leakage.
47.	Warning Triangle	Ensure there are three warning triangles, the triangles are in a storage box, and they are not broken or damaged.
48.	First Aid Kit	Ensure your first aid kit is properly stocked. Replace out-of-stock or outdated items.
49.	Rear Vision Monitor	Many trucks (automated side loaders) have monitors that assist the driver in assessing their situation. Ensure that the vehicles that have these monitors have back-up screens and hopper area screens.
a.	Back-Up Screen	This aids the driver in seeing objects in their blind spot. Ensure the screen is working properly.
b.	Hopper Area Screen	This aids the driver in detecting load contamination, fires, and other issues. Ensure the screen is working properly.
50.	Stop Slow Paddles	Brush vehicles are equipped with paddles that assist in controlling traffic around locations where materials is being collected. If your vehicle is missing these items, contact your supervisor.
51.	Traffic Cones	Also found on brush vehicles, these cones alert drivers to the presence of workers in and around the vehicles.
52.	Traffic Control Flags	Used to get the attention of people working around brush operations.
53.	DriveCam (Green Light On)	Many vehicles are equipment with DriveCam. You will know that the system is operational if the light on the unit is green when you first enter the vehicle. If the light is red or flashing, contact your supervisor or a department trainer.

The following sections address unique items that must be checked for specific vehicles.

Automated Side Loader		
54.	Automated controls (joystick)	Listen for air leaks under joystick bracket. Operate the arm and make sure every button on the joystick operates properly. Joystick should have no stick points while in movement.
55.	Reach pivot (H-beam)	Extend arm in the out position and turn off PTO and ignition. Inspect H-Beam for cracks on the inner part of the beam.
56.	Dump arm assembly	Inspect welding spots for cracks or separations at contact points.
57.	Level link	Visually inspect pins and ensure connections are aligned. Check for cracks at

		the pivot pin.
58.	Automated arm belts	Inspect belts with hand pressure for normal wear and tear or loose belts that need to be adjusted. Check tension bolts, nuts, and washers for tightness.
	Knuckle joints	Inspect all knuckle joints for excessive play and cracks.

Rear Loader

59.	Collector steps & grab handles	Ensure steps and grab handles are firmly connected to the vehicle and are not loose, missing or bent.
60.	Collector buzzer	Ensure the buzzer is operational prior to leaving the service center.

Brush Trailer

61.	Trailer body condition	Upon inspecting the trailer body, look for dents, cracks in or around weld seams or door hinges.
62.	Air brake connections	Check that both air lines are properly connected to the trailer. You can do so by matching the "red" and "blue" air lines to the coordinating colors of the glad-hand receivers
63.	Electrical connections	Make sure all electrical connections are connected to provide power for the ABS Brakes, clearance lamps, tail lights, signal lights, and strobe lights.
64.	Trailer lights & reflectors	Make sure all trailer lights are operational and the trailer has all reflectors present.
65.	Trailer tires, wheels, lug nuts & hubs	Make sure all trailer tires are inflated properly. If tires appear low, re-check with a tire pressure gauge.
66.	Suspension system	Check the leaf springs for cracks. If cracks are noticed, report the problem on your pre-trip inspection form and contact your supervisor.
67.	Fifth wheel, latch & trailer hitch	Check that the fifth wheel is engaged. Visually check that the handle for the fifth wheel latch has not been pulled out. If there is a spring present, be sure that the spring is not compressed as this is another way to visually check if the fifth wheel latch is disengaged.
68.	Door & locking mechanism	The door and locking mechanism is a ratcheting type mechanism that is secured and held in place by a chain.
69.	Landing gear retracted	When retracting the landing gear, make sure to crank the landing gear completely up as to avoid the legs from making contact with high and low areas in the street. Make sure the crank handle is stored in its proper position once the landing gear has been retracted.
70.	Tarps cover & assembly	The tarp cover is a motorized mechanism that when activated by a toggle switch will travel from the front of the trailer to the rear of the trailer to cover the load that you are carrying and it also prevents debris from flying out of the trailer.
71.	Tarp tie downs	Tarp tie downs, if installed, are used to tie down the tarp and hold it in place after it has been deployed.

Boom Knuckle Grapppler

72.	Stabilizers or outriggers	The outriggers need to be visually inspected for damage or leaks. The outrigger feet should not be bent or broken for safe operation, and the outrigger legs need to be periodically checked for cracks. There should be no leaks coming from the outrigger cylinders, which could mean that they might lose pressure under a load resulting in a loss of stability that can potentially cause damage, complete loss of the equipment, and expose personnel to unsafe conditions.
73.	Main bearing and slew ring	There shouldn't be any play in the swing of the boom when going side to side. It should operate smoothly and stop when the controls go back to the neutral position without a "rocking" feeling. If there is play or a loose feeling in the swing, the hydraulic motor can be adjusted to compensate for wear on the slew ring or gear.
74.	Boom & cylinder attaching pin	The boom pins need to be inspected to make sure that they are in place and have grease. If the pins start to stick out or look like they are working their way out, the unit needs to be taken to a technician for closer inspection and repair. The boom cylinders also need to be visually checked for leaks. Additionally, the cylinder ends or weldments can be inspected to make sure there is no cracking. The booms also need inspection to make sure there are no cracks. This can also

		be done visually by closely looking at the full length of both boom segments. Also check pins and gussets for excessive play and cracks.
75.	Mounting bolts	Visually checked mounting bolts. There should be an equal amount of thread showing on the outside of each mounting bolt past the nut securing it and there should not be any gaps between the loader mounting plates, truck frame, and loader stand. There should be no sign of any movement.
76.	Operator controls	The operator controls should be constantly checked since it is the heart of the system. All functions should work when the appropriate functions are engaged. They should not stick when released. The controls should also be damage free. Bent or broken controls are a hazard to the operators and bystanders close to the machine.

Roll-Off Container & Hoist

77.	Cracks/metal fatigue on container	Look for bulging sides, rust, dents, holes, and cracks on container. Check door for missing pins and hinges for broken welds. Latch should secure door tightly, and safety chain should not be broken or have stretched links.
78.	Container Tarp & hold down straps	Extend tarp and visually inspect for tears, holes, or non-manufactured openings. Extract hold down straps and visually check for fraying, tears, or bent/broken hooks.
79.	Loading cable (look for fraying)	Visually inspect loading cable for fraying (broken strands) and check cable hook for cracks, or flat spots. Ensure proper lubrication.
80.	Hoist up alarm & lights	Engage PTO, then raise and lower the hoist, the hoist "up" warning light on dash should be lit, and warning alarm should sound when hoist is raised.
81.	Hoist lift cylinder mounts:	Inspect cylinders for hydraulic leaks around seals, and line connections. Visually check bolts and nuts on cylinder mounts for tightness.
82.	PTO lights on controls	Engage PTO switch and "power on" light on control panel should be lit.
83.	Filter restriction gauge	As the air filter plugs and restriction increases, the yellow position indicator moves in the clear window and locks at several points. When it reaches and locks in the red zone, the air filter should be changed and the indicator reset to zero.

Mandatory Post-Trip Actions

<i>The actions below listed must be accomplished daily once done with using a truck.</i>		
84.	Refuel vehicle	All vehicles must be refueled daily, unless the truck has not left the yard. It is a professional courtesy to leave the vehicle fully fueled and operationally ready for the next day's work.
85.	Clean vehicle	Cleaned vehicles daily, either by contracted personnel or by SWMD personnel. Contracted personnel are responsible for washing vehicles (excluding brush vehicles) but SWMD personnel must clean out behind their blades.
86.	Shut off master electrical switch	For vehicles equipped with these types of switches, they must be in the off position prior to drivers turning in their vehicle pouches.
87.	Drain air-brake tanks	It's not necessary to completely drain all tanks. All of our trucks have air driers. If you open the drain on the first tank (wet tank) no water should come out. If it does, open the second tank, and if water comes out, open and drain. Do the same with the third tank. If no water comes out of the first tank, the other tanks are dry. If more than a small amount of water comes out, turn the truck in for malfunctioning air driers.
88.	Prop open clean out doors	After drivers have cleaned behind their blades, they will prop the clean out doors open to allow supervisors easier access for end of day checks.
89.	Drain CNG fuel filter	For vehicles that use CNG: Drain the fuel filters daily and turn the fuel flow switch to the off position until the engine dies. Ensure the following: <ul style="list-style-type: none"> ◦ Park vehicle at live fuel station. ◦ Shut off fuel valve and allow vehicle to continue running until out of fuel. ◦ Wait minutes and drain fuel filter to open valve, insert fuel line, and begin overnight fueling.
90.	Other items not listed	This area is available for any additional checks requested by the driver's supervisors or management.

V. Post-trip Inspections

A. Purpose of a Post-Trip Inspection

Commercial vehicle operators must complete a post-trip vehicle inspection on the vehicle they operated at the end of their shift using the SWMD Commercial Vehicle Inspection Form (see Attachment A). A post-trip inspection is a review of the pre-trip inspection and also gives the operator an opportunity to document all mechanical or electrical problems experienced with the vehicle throughout the workday and any additional discrepancies noted during the post-trip inspection. Turn in the inspection form to the supervisor and take the vehicle to the shop for repairs that evening. Do not wait until the next morning to turn the vehicle in for repairs.

B. Completing a Post-Trip Inspection

Operators are required as part of their post-trip vehicle inspection at the end of every day to

- 1) Refuel their vehicle
- 2) Clean their vehicle
- 3) Shut off the master electrical switch (if equipped)
- 4) Completely bleed air tanks

Once the driver has completed their post-trip inspection, the driver delivers their completed post-trip inspection report to the appropriate supervisor to be reviewed, counter signed, and filed. This is accomplished regardless of their being problems identified by the driver during the post-trip inspection.

VI. Maintenance and Use of Inspection Report Forms

- A. Any item found deficient during an inspection must be indicated on the form and the form turned in to the Maintenance Shop. Shop supervisor signs the form and gives a copy to the driver. The driver will give the completed form to their supervisor.
- B. Vehicle inspection forms shall be maintained for no less than 180 days from the date of inspection by the operator's supervisor.
- C. Supervisors review vehicle inspection reports turned-in by operators prior to conducting their own independent inspections of vehicles and compare what the operator has documented on the form with the discrepancies they find with the vehicle.
- D. When a vehicle is involved in any personal injury, vehicle accident, or property damage case, a copy of the vehicle inspection report for that day automatically becomes part of the supervisor's accident investigation report and is turned in along with all other investigation documentation.
- E. The most recent inspection form as well as two previous day's forms are required by law to be in the cab of the vehicle while on the road.
- F. Nothing in this policy relieves the operator from local, state, or federal requirements concerning operation of commercial vehicles.

VII. Unauthorized Vehicle Manipulation

- A. Intentionally manipulating or damaging a vehicle is prohibited and is cause for disciplinary action. Manipulation and damage are not limited to:
 - 1) Cutting, splicing wires
 - 2) Improper operation that can cause damage (such as leaving the packing cylinder extended

- while driving)
- 3) Over revving engine
 - 4) Putting transmission into reverse while vehicle is moving forward
 - 5) Using parking brake to stop vehicle
 - 6) Causing any unsafe condition
 - 7) Bypassing interlock to allow packer to work while transmission is in gear
 - 8) Manipulation of the proximity switches
 - 9) Bypassing the transmission safety features by taping or wedging objects in the button to keep it depressed
 - 10) Holding the dead-man lever open or closed on brush trailers

B. When a driver is conducting a vehicle inspection, they are responsible for identifying and reporting all incidences of vehicle manipulation regarding the vehicle they will be operating to their supervisor. Failure to do so may subject the driver to disciplinary action.

VIII. Disciplinary Action

Employees who violate this policy will be subject to disciplinary action as prescribed in SWMD's Progressive and Corrective Disciplinary Action Policy.

IX. Distribution of the Policy

A copy of this policy will be provided to all SWMD employees who operate commercial vehicles. Managers will ensure educational presentations are made to all supervisors and employees and that personnel clearly understand the contents of this policy.

Addendums, revised operating instructions, and other vehicle-related safety bulletins may be issued periodically. Employees are responsible for following practices and procedures within other COSA Administrative Directives, procedure, or policy letters,

**City of San Antonio Solid Waste Management Department
Commercial Vehicle Inspection Form**

Date	Route #	Vehicle #	Service Center
		Trailer #	Total Hours
Starting Mileage	Ending Mileage	Driver	
Received By	Repairs Made on Work Order #		

(Fleet Representative)

Inspection Point	Pre	Post	N/A
Exterior (All CDL Vehicles)			
1. Presence of leaks under vehicle			
2. Fluid Levels			
a. Fuel			
b. Coolant			
c. Oil			
d. Hydraulic fluid			
e. Windshield wiper fluid			
f. Transmission fluid			
g. Power-steering fluid			
h. Diesel exhaust fluid			
3. Windows & windshield wipers			
4. State inspection sticker			
Expiration Month			
5. Body condition: cleanliness/damage			
6. Mounting steps & grab handles			
7. Mirrors (condition & adjustment)			
8. Exhaust system			
9. Fuel tank supports			
10. Front & rear suspension			
11. Drive line & frame			
12. Pins and/or turnbuckles			
13. Vehicle warning signs/markings			
14. Exterior lights & reflectors			
15. Belts			
16. Hoses (air, hydraulic, water, etc.)			
17. Battery, cables, & cover device			
18. Electrical lines (cut or burned)			
19. Tires			
a. Tread thickness			
b. Tire Pressure			
c. Wheels & rim conditions			
d. Lug-nuts & wheel hubs			
e. Lug nut tightness indicators			
f. Mud flaps and/or wheel skirts			
20. Debris or paper in the engine area			
21. Debris behind packing blade			
22. PTO pump			
23. Properly secured clean out doors			
24. Activate & observe all hydraulic systems (gate, arm, blade, tippers, booms, etc.)			
Interior (All CDL Vehicles)			
25. Inside of the cab clean			
26. Interior lights			
27. Valid Texas Driver's License			
28. Seats & seat belts			
29. Insurance form inside vehicle			
30. Warning lights & buzzers			
31. Gauges (temp, fuel, air, oil)			
32. Steering wheel play			
33. Air brake warning device			
34. Transmission shifter			
35. Back-up warning alarm			
36. Parking brake			
37. Horn (air & electric)			
38. Heater, defroster & A/C			
39. Equipment secured in vehicle			
On Board Safety/Emergency Equipment (All CDL Vehicles)			
40. Work boots / work gloves			
41. Safety glasses			

Pre-Trip Vehicle Inspection Comments

I have performed all the required checks on this vehicle. I noted the discrepancies on this inspection form and reported them to my supervisor.

Driver Signature _____ Supervisor Signature _____

Inspection Point	Pre	Post	N/A
On Board Safety/Emergency Equipment (All CDL Vehicles)			
42. Traffic safety vest			
43. Hard hat			
44. Water cooler			
45. Cell phone			
46. Fire extinguisher			
47. Warning triangle			
48. First aid kit			
49. Rear vision monitor			
a. Back-up			
b. Hopper area			
50. Stop slow paddles			
51. Traffic cones			
52. Traffic control flags			
53. DriveCam (green light on)			
Automated Side Loader			
54. Automated controls (joystick)			
55. Reach pivot (H-beam)			
56. Dump arm assembly			
57. Level link			
58. Automated arm belts			
Rear Loader			
59. Collector steps & grab handles			
60. Collector's buzzer			
Brush Trailer			
61. Trailer body condition			
62. Air brake connections			
63. Electrical connections			
64. Trailer lights & reflectors			
65. Trailer tires, wheels, lug nuts & hubs			
66. Suspension system			
67. Fifth wheel, latch & trailer hitch			
68. Door & locking mechanism			
69. Landing gear retracted			
70. Tarps cover & assembly			
71. Tarp tie downs			
Boom Knuckle Grapppler			
72. Stabilizers/outriggers			
73. Main bearing & slew ring			
74. Boom & cylinder attaching pin			
75. Mounting bolts			
76. Operator controls			
Roll-Off Container & Hoist			
77. Cracks/metal fatigue on container			
78. Container tarp & hold down straps			
79. Loading cable (look for fraying)			
80. Hoist up alarm & lights			
81. Hoist lift cylinder mounts			
82. PTO lights on controls			
83. Filter restriction gauge			
Mandatory Post-Trip Actions			
84. Refuel vehicle			
85. Clean vehicle			
86. Shut off master electrical switch			
87. Drain air-brake tanks			
88. Prop open clean out doors			
89. Drain CNG fuel filter			
Other Items Not Listed			
90.			

Post-Trip Vehicle Inspection Comments

I have performed all the required checks on this vehicle. I noted the discrepancies on this inspection form and reported them to my supervisor.

Driver Signature _____ Supervisor Signature _____

Distribution: **White** - To supervisor after pre-trip inspection; **Yellow** - To supervisor after post-trip inspection; **Pink** - Maintain in vehicle for 2 working days; **Golden Rod** - To Fleet Maintenance when finished with the vehicle



CITY OF SAN ANTONIO

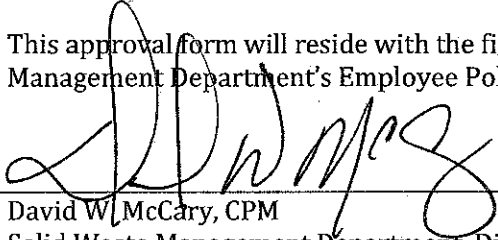
SOLID WASTE MANAGEMENT DEPARTMENT
4410 W. PIEDRAS DRIVE
SAN ANTONIO, TEXAS 78228

Policy and Procedure Approval Form

Policy Title and Number: 06-17 Commercial Motor Vehicle Pre- and Post-Trip Inspection

This policy is effective on the date approved and signed by the Solid Waste Management Department Director and supersedes and rescinds the previously published policy on this subject matter dated January 3, 2002.

This approval form will reside with the finalized policy and procedure in the Solid Waste Management Department's Employee Policy and Procedure Manual.



David W. McCary, CPM
Solid Waste Management Department, Director



Date