

Appendix F: Vehicle Maintenance Record Forms

The following forms may be used to help carriers and drivers keep vehicle maintenance records.

Vehicle Maintenance Record Requirements Checklist

- Certificate of Periodic Mandatory Vehicle Inspections (PMVI)
- Scheduled maintenance and repairs
- Manufacturer recalls (and action taken)
- Commercial vehicle inspection reports
- Commercial Vehicle Safety Alliance (CVSA) inspection reports

*** Attach a copy of this checklist to each vehicle file**

SAMPLE TRIP INSPECTION REPORT

Operator's Name: _____

Time of Inspection: _____ **Date:** _____

Location of Inspection: _____

Plate Number(s): _____

Odometer Reading (for power units): _____

Height of Load: _____ Width of Load: _____

Inspection Item	Minor Defect	Major Defect		Minor Defect	Major Defect
General			Air Brake System		
Cab			Tires		
Driver Controls			Wheels, Hubs, Fasteners		
Heater/Defroster			Suspension System		
Horn			Coupling Devices		
Steering			Lamps/Reflectors		
Driver Seat			Dangerous Goods		
Glass and Mirrors			Exhaust System		
Windshield Wiper/Washer			Frame and Cargo Body		
Emergency Equipment & Safety Devices			Cargo Securement		
Fuel Systems			Electric Brakes		

Minor/Major defects not above: _____

Defects en route: _____

No defects found

I declare that the vehicle shown as above has been inspected in accordance with the applicable requirements of Schedule 1 (Truck/ Truck Tractor/ Trailer)

Inspector/Driver's Name (print): _____

Inspector/Driver's Signature: _____

Driver's Signature: _____

Daily Inspection of Trucks, Tractors and Attached Trailers

The inspection schedules must include the following items, if present on the vehicle(s). Refer to MR 95/2008 Schedule A for more detail.

Air Brake System	No air leaks; pressure build-up rate and pushrod travel within stated limits; tractor protection system, low air warning device and service/parking/ emergency brake all operational
Cab	Doors open properly and close securely
Cargo Securement	Load properly covered and/or secured; devices and attachment points adequate strength and undamaged
Coupling Devices	Present, undamaged, secure and operational
Dangerous Goods	All requirements met
Driver Controls	Pedals, clutch, gauges, audible and visual indicators and instruments all functioning properly
Driver Seat	Undamaged, holds set position, seat belt functional
Electric Brake System	No loose wiring/connections; brake and breakaway device operational
Emergency Equipment and Safety Devices	Present, operational and undamaged
Exhaust System	No leaks
Frame and Cargo Body	All components and fasteners secure and undamaged
Fuel System	Cap and tank are secure; no leaks or drips
Glass and Mirrors	No cracks, chips, breaks, damage or misalignment such that driver does not have required view; securely attached to vehicle body
Heater/Defroster	Operational; windshield view unobstructed
Horn	Operational

Hydraulic Brake System	No fluid leaks; park brake, vacuum/hydraulic/power assist, electric motor (brake assist) and warning devices all operational; no pedal fade
Lamps and Reflectors	Lamps functional when required; reflectors present and undamaged
Steering	Steering Wheel free play is within stated limits
Suspension System	No air leaks or deflated air bags; all components and fasteners secure and undamaged
Tires	No leaks; adequate tread and inflation; no sidewall damage or exposed cords; no contact with other tires or vehicle components
Vehicle in General	No damage or deterioration that may affect safe operation
Wheels, Hubs, and Fasteners	Present, secure, undamaged; adequate hub oil; no leaking seals
Windshield Wiper and Washer	Operational; blades undamaged; adequately clear driver's field of vision

Daily Inspection of Motorcoaches, Other Buses and Attached Trailers

The daily inspection schedules must include the following items, if present on the vehicle(s). Refer to MR 95/2008 Schedule B for more detail.

Accessibility Devices	Equipment, interlock systems and alarms operational
Air Brake System	No air leaks; pressure build-up rate and pushrod travel within stated limits; service/parking/emergency brake and low air warning device operational
Cargo Securement	Load properly covered and/or secured; devices and attachment points adequate strength and undamaged
Coupling Devices	Present, undamaged, secure and operational
Dangerous Goods	All requirements met
Doors, Windows and Emergency Devices	Open properly and close securely; alarms operational
Driver Controls	Pedals, clutch, gauges, audible and visual indicators and instruments all functioning properly
Driver Seat	Undamaged, holds set position, seat belt functional
Electric Brake System	No loose wiring/connections; breakaway device and brake operational
Emergency Equipment and Safety Devices	Present, operational and undamaged
Exhaust System	No leaks
Exterior Body and Frame	All components and fasteners secure and undamaged; no visible shifting, cracks, collapsing or sagging frame
Fuel System	Cap and tank are secure; no leaks or drips
Glass and Mirrors	No cracks, chips, breaks, damage or misalignment such that driver does not have required view; securely attached to vehicle body
Heater/Defroster	Operational, windshield view unobstructed

Horn	Operational
Hydraulic Brake System	No fluid leaks; park brake, vacuum/hydraulic/power assist, electric motor (brake assist) and warning devices all operational, no pedal fade
Lamps and Reflectors	All lamps functional when required; reflectors present and undamaged
Passenger Compartment	No damage to steps, floor, seats, overhead luggage racks or compartments or stanchion padding; passenger and/or mobility device restraints operational
Steering	Steering wheel free play within stated limits
Suspension System	No air leaks or deflated air bags; all components and fasteners secure and undamaged
Tires	No leaks; adequate tread and inflation; no sidewall damage or exposed cords; no contact with other tires or vehicle components
Vehicle in General	No damage or deterioration that may affect safe operation
Wheels, Hubs and	Present, secure and undamaged, adequate hub oil; no leaking seals
Windshield Wiper and Washer	Operational; blades undamaged; adequately clear driver's field of vision

30-day/12,000 km Inspection for Motorcoaches equipped with air ride suspension, air brakes and automatic brake adjusters

The following conditions must be inspected every 30 days or 12,000 km, whichever comes first. The inspection must be done by a person who holds the appropriate technician certification or qualification, and with the vehicle positioned over a pit or raised on a hoist, so that there is adequate access to all components.

The person conducting the inspection must prepare a report including the VIN, licence plate or unit number of the vehicle; motor carrier's name; date and location of the inspection; odometer reading; a statement that the vehicle has been inspected according to the requirements; his/her name legibly printed and his/her signature.

As well, the report must contain all brake measurements, all defects detected, and the nature of all repairs carried out.

All of the conditions listed are considered **major defects** and **must** be repaired before the vehicle is driven.

Air Brake System	No audible air leaks; no fluid leaks, pushrod stroke, disc brake pad to rotor clearance and wedge brake shoe movement all within acceptable limits; all components and fasteners secure, undamaged and operational; spring brake and service/park/emergency brakes operational
Exhaust System	No leaks; components are secure and undamaged
Frame and Underbody	All members, fasteners and components secure and undamaged
Fuel System	No leaks; all components secure and undamaged
Steering	All components secure and undamaged; adequate fluid
Suspension System	All components secure, undamaged and operational
Tires	Adequate tread and inflation; no tread or sidewall damage; no retreads on front axle
Wheels and Fasteners	All components and fasteners present, secure and undamaged