

Hazard Identification Program

Fleet Inspections

1. Frequency of Inspections

- a. Vehicle operators will be expected to perform a safety maintenance inspection before each use. See Vehicle Maintenance and Inspection in the Fleet section of Fleet Risk Management Guideline.
- b. All on-road Park District vehicles will be thoroughly inspected every three (3) months or 3,000 miles by a mechanic or designated maintenance employee.
- c. All trucks and buses requiring state inspection and certification will be taken to a local state inspection station as required prior to the sticker expiration date.

2. Inspection Process

- a. Each employee is required to perform a safety and maintenance inspection on any vehicle prior to use.
- b. The Park District mechanic or designated maintenance employee will perform a thorough inspection on each on-road vehicle as required above. Contracted maintenance, such as dealerships or local repair shops, may also be used.
- c. All vehicles that require state certification will be inspected at a designated state vehicle safety inspection site.

3. Documentation

- a. Employees performing the daily safety/maintenance inspection will do so on an honor system.
- b. The thorough three (3) month or 3,000 mile vehicle inspection will be documented on the vehicle inspection checklist. The checklist should be returned to the maintenance office for filing.
- c. All vehicles that successfully pass the state inspection will display the new sticker on the front windshield as required. All expired stickers should be promptly removed. Return all documentation relating to the vehicle inspection to the maintenance office for filing.
- d. Any vehicles that do not successfully pass the state inspection should be taken directly to the Park District maintenance garage so that the appropriate repairs can be made. A listing of the needed repairs must be given to the maintenance supervisor. The vehicle should be taken for state re-inspection when needed repairs are completed.