

## **MANDATORY CHECKLIST FOR ROAD AND BRIDGE DEPARTMENT EMPLOYEES**

All items shown on the attached inspection report that have check marks are the operator's responsibility—not the shop mechanic's responsibility.

Employees will service their equipment (as per manufacture specifications or per shop foreman directions) and change the oil as follows:

- Pickups every 5,000 miles
- Big trucks every 10,000 miles
- Other equipment every 500 hours or 1,000 hours

Daily checks on all vehicles:

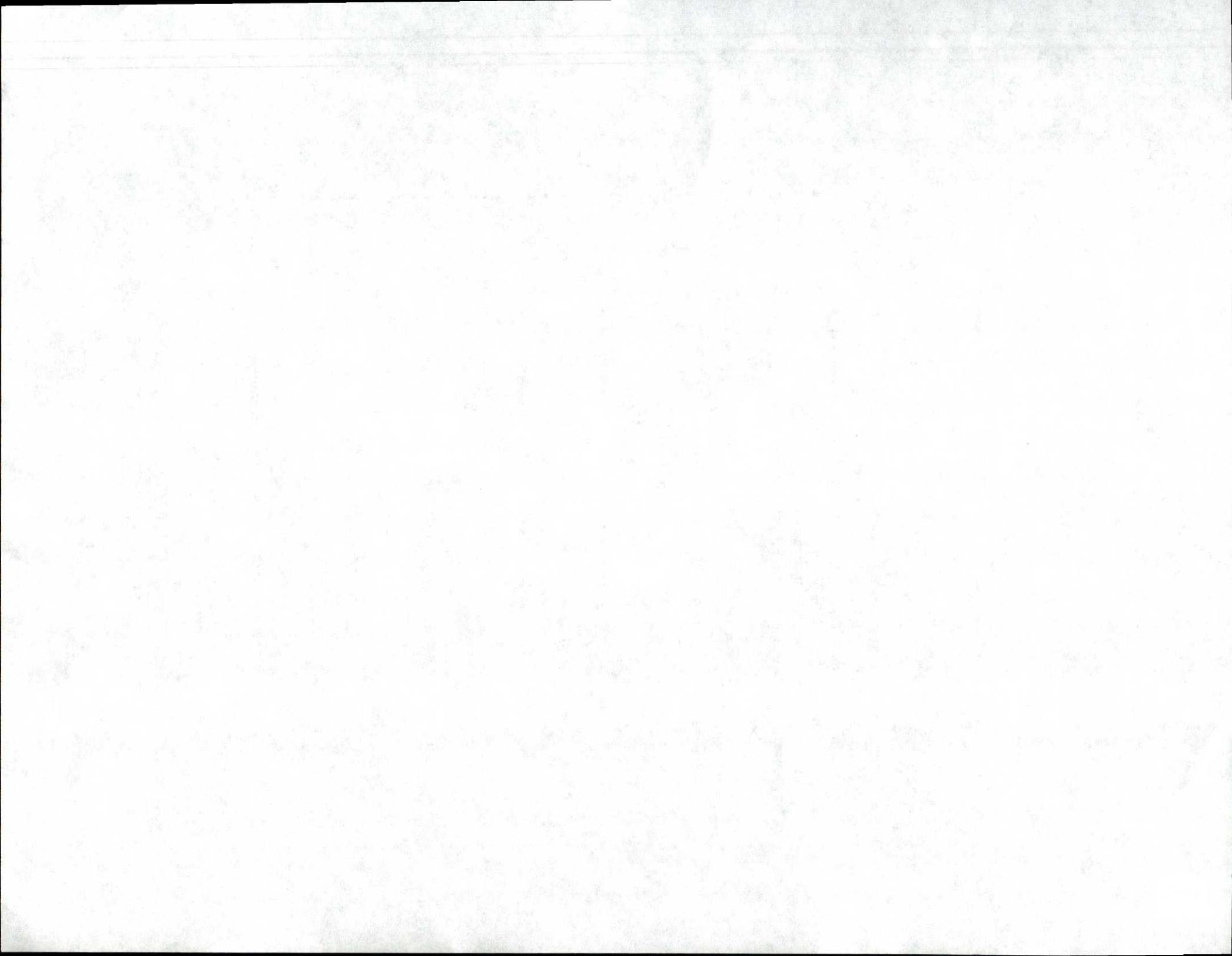
- Check the inspection report for all items that apply to any vehicle the employee, will operate
- Check air tanks daily and drain
- Check fluid levels daily and add as necessary
- Change out reflectors if broken
- Make sure your equipment has slow moving vehicle signs aboard
- Make appointment with shop to fix defects that are minor
- Ensure the following safety equipment is in the vehicle: flags, flares, and/or reflective triangles
- Check tire pressure level and ensure tire chains are available for use if necessary

Daily responsibilities:

- Responsible for snow/ice equipment when conditions warrant or as directed
- Employee will help with repair of tires by helping to pull off and put tires back on

**If your vehicle or piece of equipment needs minor repair, for example, tightening bolts, bolting something down, etc.—employee takes care of it and shall make a note in remarks of what employee fixed. If the state of the vehicle is satisfactory the employee shall sign on the top most signature line. The employee shall sign the inspection report (bottom signature line on the form) only when any repairs, if needed, on the vehicle are completed.**

**Failure to perform any of the above described tasks and provide written documentation as required may result in disciplinary action being taken by the employer.**



# DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: Jackson County

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

TRACTOR/ TRUCK NO. \_\_\_\_\_

ODOMETER READING \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Air Compressor          | <input type="checkbox"/> Front Axle            | <input type="checkbox"/> Safety Equipment                |
| <input type="checkbox"/> Air Lines               | <input type="checkbox"/> Fuel Tanks            | <input type="checkbox"/> Fire Extinguisher               |
| <input type="checkbox"/> Battery                 | <input type="checkbox"/> Horn                  | <input type="checkbox"/> Flags/Flares/Fusees             |
| <input type="checkbox"/> Belts and Hoses         | <input type="checkbox"/> Lights                | <input checked="" type="checkbox"/> Reflective Triangles |
| <input type="checkbox"/> Body                    | <input type="checkbox"/> Head/Stop             | <input type="checkbox"/> Spare Bulbs and Fuses           |
| <input type="checkbox"/> Brake Accessories       | <input type="checkbox"/> Tail/Dash             | <input type="checkbox"/> Spare Seal Beam                 |
| <input type="checkbox"/> Brakes, Parking         | <input type="checkbox"/> Turn Indicators       | <input type="checkbox"/> Starter                         |
| <input type="checkbox"/> Brakes, Service         | <input type="checkbox"/> Clearance/Marker      | <input type="checkbox"/> Steering                        |
| <input type="checkbox"/> Clutch                  | <input type="checkbox"/> Mirrors               | <input type="checkbox"/> Suspension System               |
| <input type="checkbox"/> Coupling Devices        | <input type="checkbox"/> Muffler               | <input checked="" type="checkbox"/> Tire Chains          |
| <input type="checkbox"/> Defroster/Heater        | <input type="checkbox"/> Oil Pressure          | <input checked="" type="checkbox"/> Tires                |
| <input type="checkbox"/> Drive Line              | <input type="checkbox"/> Radiator              | <input type="checkbox"/> Transmission                    |
| <input type="checkbox"/> Engine                  | <input type="checkbox"/> Rear End              | <input type="checkbox"/> Trip Recorder                   |
| <input type="checkbox"/> Exhaust                 | <input checked="" type="checkbox"/> Reflectors | <input type="checkbox"/> Wheels and Rims                 |
| <input type="checkbox"/> Fifth Wheel             | <i>Air tanks</i>                               | <input type="checkbox"/> Windows                         |
| <input checked="" type="checkbox"/> Fluid Levels |  | <input type="checkbox"/> Windshield Wipers               |
| <input type="checkbox"/> Frame and Assembly      |  | <input type="checkbox"/> Other                           |

TRAILER(S) NO.(S) \_\_\_\_\_

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Brake Connections   | <input type="checkbox"/> Hitch                      | <input type="checkbox"/> Suspension System |
| <input type="checkbox"/> Brakes              | <input type="checkbox"/> Landing Gear               | <input type="checkbox"/> Tarpaulin         |
| <input type="checkbox"/> Coupling Devices    | <input checked="" type="checkbox"/> Lights - All    | <input checked="" type="checkbox"/> Tires  |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Reflectors/Reflective Tape | <input type="checkbox"/> Wheels and Rims   |
| <input type="checkbox"/> Doors               | <input type="checkbox"/> Roof                       | <input type="checkbox"/> Other             |

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY - *do not check this box if you have written issues with equipment*

DRIVER'S SIGNATURE: \_\_\_\_\_

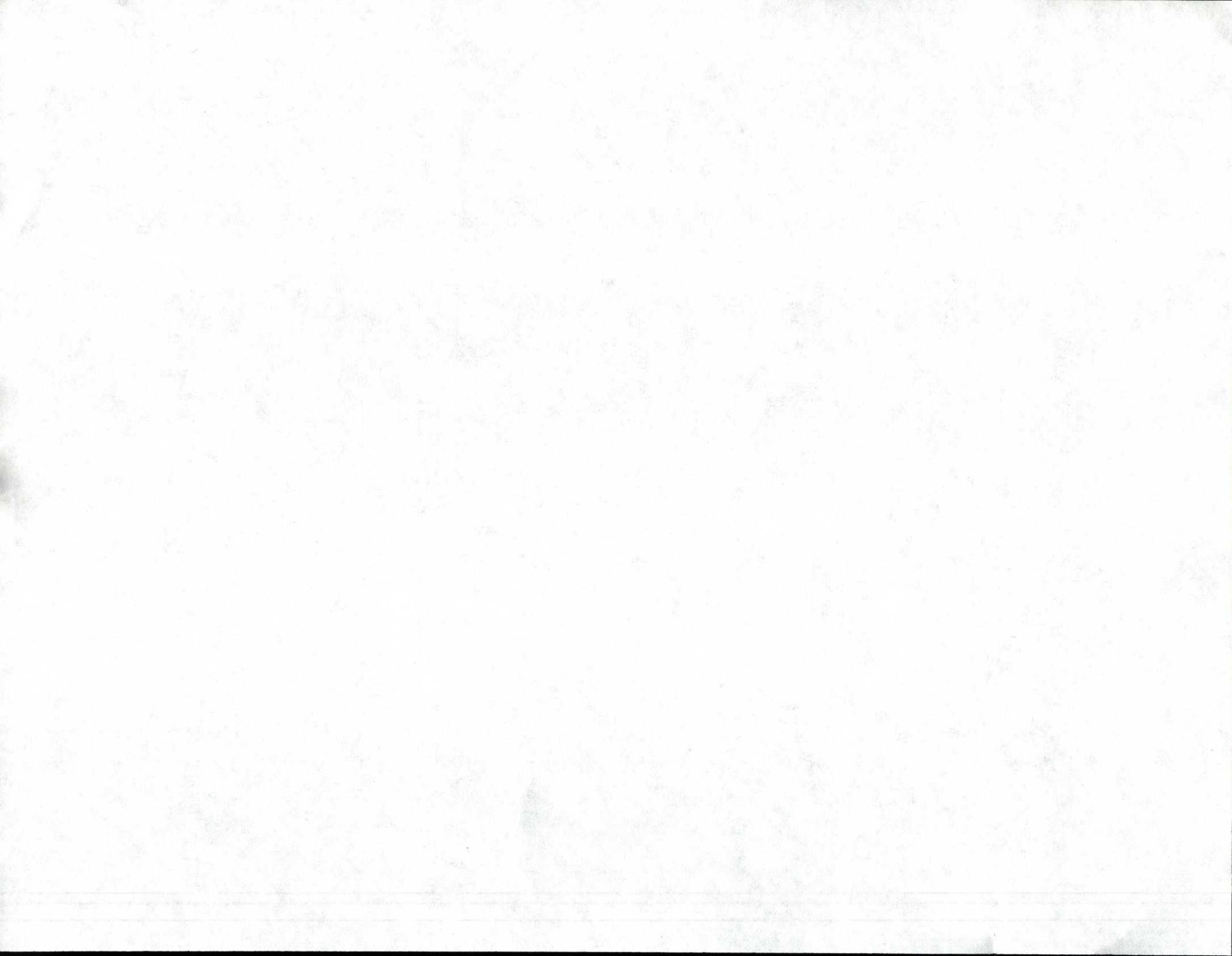
ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ORIGINAL *Sign when repairs are done + equip. returned*



By signing I agree that I have received and understand the stipulations of the Daily Log Maintenance Mandatory Checklist for Road and Bridge Employees Policy.

Date	Name	Signature
	Earl Bahret	Earl Bahret
1-27-17	Bryson Bain	Bryson Bain
1-24-17	Michael Bednar	Michael Bednar
1-31-17	Garry Brucken	Garry Brucken
1-24-17	Lawrence Brucken	Lawrence Brucken
1-24-17	Steven Campbell	Steven Campbell
1-24-17	Roger Chartier	Roger Chartier
1-24-17	Wade Cormier	Wade P. Cormier
1-24-17	Gregory Elder	Gregory Elder
1-24-17	Eric Fritz	Eric Fritz
1-24-17	Matthew Fritz	Matthew Fritz
1-24-17	Ray Hallauer	Ray Hallauer
1-27-17	Scott Hewitt	Scott H. Hewitt
1-27-17	Bruce Hinkle	Bruce W. Hinkle
1-24-17	Keith Holthaus	Keith Holthaus
1-24-17	Brandon Hundley	Brandon Hundley
1-27-17	Kent Jenson	Kent Jenson
1-24-17	Steven Keller	Steven Keller
1-24-17	Earl Kranz	Earl Kranz
1-27-17	Russell Lambert	Russell Lambert
1-24-17	Terry Mick	Terry Mick
1-28-17	Robert Miller	Robert Miller
1-24-17	Michael Rash	Michael F. Rash
1-24-17	Todd Robbins	Todd A. Robbins
1-30-17	Steven Rose	Steven Rose
1-24-17	Jerry Searles	Jerry Searles
1-27-17	John Strawn	John Strawn
1-24-17	Mark Thonen	Mark Thonen

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