Light Vehicle Pre Trip and Post Trip Inspection

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	*PPE or Devices Required:*	*Additional Training Required:*
Pinch Points	Steel Toed Boots	First Aid with CPR
Traffic Hazard		

Safe Work Procedure:
1) Daily Pre Trip Inspection consists of a walk around where you are inspecting: i) Oil Level ii) Fuel level iii) Visual Inspection of Tire Pressure iv) Lights (head, brake, running) and turn signals v) Noticeable leaks, or puddles under vehicles vi) Visible damage to vehicle vii) presence and state of emergency road kit NOTE: It is important to photograph, document any and all damage in order to maintain a safe fleet of vehicles, Supervisors need to be aware of any malfunction of the vehicle so that it may be addressed or put out of service. 2) Daily Post Trip: i) Fuel Level- under all practical circumstances return a fleet vehicle with a full fuel tank. ii) Visual Inspection if Tire Pressure iii) Noticeable leaks, or puddles under vehicles iv) Visible and possible damage caused throughout the usage of the vehicle while it was under tour care must be reported immediately to your supervisor, failure to do so will result in immediate dismissal.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
	Reviewed By WSH Committee: Date: