**THE 7-STEP INSPECTION PROCESS**

Some companies use more or fewer steps or do their inspections in a different order, but the same parts of the vehicle have to be checked every time.

**VEHICLE OVERVIEW**
- Review DVIR from previous trip
- Remove keys from ignition
- Review overall condition of vehicle
- Check for unusual wear and tear, leaks under the vehicle
- Write down anything you see that is unusual, and make sure it is taken care of before you leave

**ENGINE COMPARTMENT**
- Check all fluid levels
- Look for signs of leakage
- Check the alternator and water pump, compressor belts and air conditioning system
- Electrical wires should be fastened and free of cracks
- Leave the hood open and start the engine
- Make sure there are no unusual noises

**INSIDE THE CAB**
- Check gauges and warning lights
- Test steering wheels, accelerator, brake and clutch pedals for looseness or unusual feel
- Directionals, wipers and washers should operate smoothly
- Mirrors should be clean and properly positioned
- Inspect and adjust the driver’s seat and safety belt
- All safety and emergency equipment, such as the fire extinguisher, warning devices and first aid kit should be present, in good shape and properly secured.

**LIGHTS**
- Shut off the engine
- Check headlights, flashers, running lights and high beams

**WALKAROUND**
- Turn off headlights and flashers, leave other lights on
- Inspect each wheel and axle, suspension components, fuel tank area, exhaust system and tailpipe and steering system
- Check reflectors and lamps

**SIGNAL LIGHTS**
- Turn off warning lights
- Check signal lights
- Check brake lights (have another person assist you)

**BRAKE SYSTEM**
- Start the engine
- Drive forward and test the brakes
- Make sure air brake pressure is building at the appropriate rate
- Check that parking or service brake operates correctly

**BEFORE YOU LEAVE ON YOUR TRIP REMEMBER TO:**
- Buckle Up!
- Update your log book to the current record of duty status.

**WHEN YOU ARE ON THE ROAD, PLEASE:**
- Do NOT speed.
- Eliminate all distractions.
- Stay in compliance with your hours of service.

**TYPES OF INSPECTIONS**

You are responsible for three types of vehicle inspections: pre-trip, on-the-road, post-trip:

**PRE-TRIP INSPECTION**
- Parts and system check done before each trip
- Make sure cargo is secured properly

**ON-THE-ROAD INSPECTION**
- Check controls and instruments
- Check cargo securement
- Check wheels and tires

**POST-TRIP INSPECTION**
- Conduct at the end of every trip

**DRIVER’S VEHICLE INSPECTION REPORT (DVIR)**
- Required by federal law and often by company policy
- Form should be completed legibly and accurately
- Required check of: service brakes, parking brake, steering mechanism, lights and reflectors, tires, horn, wipers, mirrors, coupling devices, wheels and rims, and emergency equipment
- Any problems should be fixed and addressed before the next trip