

# Appendix F: Vehicle Maintenance Record Forms

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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.

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

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

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

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

<b>Air Brake System</b>	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
<b>Exhaust System</b>	No leaks; components are secure and undamaged
<b>Frame and Underbody</b>	All members, fasteners and components secure and undamaged
<b>Fuel System</b>	No leaks; all components secure and undamaged
<b>Steering</b>	All components secure and undamaged; adequate fluid
<b>Suspension System</b>	All components secure, undamaged and operational
<b>Tires</b>	Adequate tread and inflation; no tread or sidewall damage; no retreads on front axle
<b>Wheels and Fasteners</b>	All components and fasteners present, secure and undamaged