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**in2vate Training**

**Commercial Vehicle**

**Inspection/Maintenance/Repair Program**

**I. Purpose**

Mechanical deficiencies are contributing factors in a major portion of the accidents that are investigated by the Bureau of Motor Carrier Safety, and each DOT roadside check invariably finds vehicles with deficiencies serious enough to declare the vehicles out-of-service. Inspection and maintenance will be an integral part of our safety program.

**II. Scope**

These policies are designed to get the longest use possible from our vehicles, avoid breakdowns, and to keep unsafe motor vehicles off the highways. This policy will help avoid DOT penalties and provide a sound basis for a good inspection and maintenance program. All in2vate owned vehicles (over 10,000# GVWR), which operate on public highways, will be serviced and inspected by maintenance on a regular preventative schedule. Service schedules may vary depending on the size of the equipment. All vehicles shall be maintained in a safe condition as prescribed by the DOT and the requirements of in2vate.

**III. References**

**Regulatory Requirements**

**A.** FEDERAL REGULATIONS – Vehicles controlled by the in2vate, utilized in interstate commerce, must be systematically inspected, repaired, and maintained, or caused to be systematically inspected, repaired, and maintained. The guidelines for these functions are found in the Federal Motor Carrier Safety Regulations (FMCSR) in Part 396.

STATE REGULATIONS – Vehicles used to transport property or passengers in intrastate must also comply with all applicable state requirements.

**Non-Regulatory Requirements**

**B.** CUSTOMER RELATED INFORMATION – To provide the customer reliable equipment that will avoid breakdowns and allow for on-time deliveries.

LABOR AGREEMENT RELATED INFORMATION.

**IV. Responsibilities**

Every motor carrier, its officers, drivers, agents, representatives and employees directly concerned with the inspection and maintenance of motor vehicles shall comply and be conversant with the requirements of the Federal Motor Carrier Safety Regulations and this policy.

**A. in2vate**

in2vate is responsible for providing safe and neat appearing vehicles, which are mechanically sufficient to do the job required.

**B. Safety Department**

The Safety Department will maintain, or cause to be maintained, all records related to the Maintenance function, and will maintain these documents for the prescribed amount of time.

**C. Vehicle Maintenance Department**

The responsibility of the Vehicle Maintenance Department is to keep equipment functioning properly through preventative maintenance, service and repairs. Vehicle Maintenance Department will ensure that all the vehicles are regularly inspected, and that these vehicles meet the requirements of the DOT regulations including Parts 393 and 396 of the FMCSR, the North American out-of-service criteria, and this policy.

Prior to operating a motor vehicle, the Vehicle Maintenance Department will ensure that any repair of any items listed on the vehicle inspection reports, or roadside inspection report, which would be likely to affect the safe operation of the vehicle, except for minor repairs, has been accomplished. The Vehicle Maintenance Department will provide the Safety Department with necessary documentation of inspection and repair. The Vehicle Maintenance Department will ensure that all mechanics are trained and capable of performing assigned tasks.

**D. Drivers**

The driver is responsible for the proper operation of the vehicle, as the ongoing condition of that vehicle will be affected by the manner in which it is operated. Policies regarding the proper operation of the vehicle must be observed; the driver has the responsibility to operate all equipment in a professional manner. The driver will report any problems with the equipment to the Vehicle Maintenance Department.

No driver shall operate a vehicle if is it likely that a breakdown, accident, or that operation of such vehicle would be considered unsafe. All operators of CMV’s will conduct a proper pre-trip inspection prior to operating a CMV, and will conduct proper post-trip inspections at the completion of each vehicle’s use. The driver will document all post-trip inspections in the prescribed manner.

***How?***

***Input Specific Procedures Here***

**E. Third Party Maintenance Shops**

Third party providers will have qualified individuals to perform assigned tasks and qualified drivers to move in2vate’s equipment. All third party maintenance providers will provide in2vate’s Safety Department with all required documentation related to maintenance functions and the qualifications of the individuals performing those functions.

**V. Training**

**A. New Drivers**

Prior to the first time a driver operates a CMV for the in2vate, that driver will receive instruction in how to conduct proper inspections. This training will include how to conduct proper pre-trip and post-trip inspections, and how to recognize potential problems during a trip. This training will also include how to properly document the post-trip inspection using in2vate’s prescribed forms.

***How?***

***Input Specific Procedures Here***

**B. Drivers**

All drivers will be required to attend a safety meeting every two months in which at least one meeting annually will cover proper pre-, post-, and on-the-road inspections.

**C. Operations Personnel**

All newly hired personnel who have direct responsibility for coordinating the availability of the equipment for various maintenance and inspection functions will receive training in those areas of compliance. The training will focus on the importance of the maintenance functions and the person’s responsibilities as they relate to the maintenance of the equipment and compliance with this policy.

**D. Safety Personnel**

1. NEW HIRES – All newly hired personnel must be informed of their specific responsibilities as they relate to maintenance. This would also include the proper methods in how to check related documentation for proper completion, and the requirements of record retention.

***How?***

***Input Specific Procedures Here***

2. SUPERVISORS & MANAGERS – All safety supervisors and managers shall attend, annually, at least one professional seminar related to the maintenance of Commercial Motor Vehicles.

**E. Maintenance Personnel**

All employees responsible for performing maintenance functions will receive training on an as-needed basis to keep up-to-date with regulatory and technological advances.

**VI. Policy Procedures**

**A. New Vehicles**

All new vehicles or newly registered vehicles with in2vate will have current annual inspections, and be inspected by a qualified in2vate representative prior to the first dispatch.

**B. Systematic Maintenance Program**

All in2vate owned, or controlled vehicles (over 10,000# GVWR), which operate on public highways, will be serviced and inspected by maintenance on a regular preventative schedule. Service schedules may vary depending on the size of the equipment.

Preventative maintenance schedules are arranged according to mileage (or time, hours/months) and the complexity of the service. The following is the schedule used by the in2vate:

**CLASS 8**

 A Service at 12,500 miles or every 30 days

 B Service at 25,000 miles or every 60 days

 C Service at 62,500/125,000 miles or annually

**CLASS 7**

 A Service every 30 days

 B Service every 60 days or 5,000 miles

 C Service annually or every 30,000 miles

**TRAILERS**

 Every 90 days

**A Service** is performed at every scheduled interval. It will consist of minor work such as lubrication, adjustments, tire inflation and oil changes.

**B Service** includes all (A) service items and additional filter changes, and engine checks.

**C Service** calls for both (A) and (B) service and more extensive service, i.e., alignments, brake overhaul, and driveline work.

**Maintenance Files**

All vehicle maintenance will be recorded in the prescribed manner. The DOT regulations [396.3(b)] require that certain information be maintained on each vehicle subject to in2vate’s control. These items are:

1. Vehicle Identification – An identification of the vehicle including in2vate number (or license plate number), make, serial number, year, and tire size. In addition, if the motor carrier (in2vate) does not own the vehicle, the record shall identify the name of the person furnishing the vehicle. (This information is to be printed on the file folder itself.)

2. A record of inspection, repairs and maintenance indicating their date and nature (Work Orders).

3. Annual inspection.

4. Any other maintenance record. The DOT requires that all records should be maintained for a period of 1 year and for 6 months after the motor vehicle leaves the carrier’s control [396.5(c)]. in2vate requires that all maintenance records be maintained for the life of the vehicle for resale and warranty purposes. If a vehicle is sold or destroyed, the records will remain on file for six months after the vehicle leaves in2vate’s control.

**Brake Inspector Qualifications**

Effective January 1, 1991, the Federal Highway Administration adopted regulations setting minimum qualifications of employees who maintain and inspect the brakes and brake systems.

A brake inspector is defined as a person who is an employee of a motor carrier responsible for ensuring that inspections, maintenance, repairs, or service to the brakes meet the applicable safety standards. While the regulations do not apply to persons not employed by a carrier, they place the responsibility on the carrier to assign only qualified employees for assuring that any repair, adjustment, inspections, or service meet the safety standards.

All individuals performing brake inspections or brake maintenance functions for in2vate are to be qualified to conduct such inspections and documentation of the inspectors’ qualifications are to be maintained on file. All documentation of qualifications shall verify the following:

1. The inspector understands the brake service or inspection task to be accomplished and can perform that task.

2. Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an assigned brake service or inspection.

3. Is capable of performing the assigned brake service or inspection by reason of experience or training. Training or experience is considered to consist of the following:

a) Has successfully completed an apprenticeship program sponsored by a State, a Canadian Province, a Federal agency or a labor union, or training program approved by a State, Provincial or Federal agency, or has a certificate from a State or Canadian Province which qualifies the person to perform the assigned brake service, or inspection task.

b) Has brake-related training or experience on a combination of both totaling at least one year. Such training or experience may consist of:

 Participation in a training program sponsored by a brake or vehicle manufacturer or similar commercial training program designed to train students in brake maintenance or inspection similar to the assigned brake service or inspection tasks.

 Experience performing brake maintenance or inspection similar to the assigned brake service or inspection task in a motor carrier maintenance program.

 Experience performing brake maintenance or inspection similar to the assigned brake service or inspection task at a commercial garage, fleet leasing, or similar facility.

Evidence of qualifications of all brake inspectors utilized by the in2vate will be retained for as long as the inspector is performing inspections and brake maintenance functions, and for one year thereafter.

All drivers who have passed the air brake endorsement for the CDL, are authorized to visually inspect the brake system, but are not permitted to make adjustments without the above-mentioned certificate.

**C. Annual Inspections**

Effective July 1991, all commercial motor vehicles must pass an annual inspection. This is a pass/fail inspection. Any items not meeting the criteria delineated in Part 393 and Appendix “G” of the FMCSR, not only fails this inspection, but is not to be used until which time all deficiencies have been corrected. All in2vate owned or controlled vehicles (over 10,001# GVWR), which operate on public highways, must be inspected at least annually according to Sec. 396.19 and FMCSR Appendix G standards.

**Annual Inspection Documentation**

All vehicles that have been annually inspected will be documented on the prescribed form. The original form will be placed in the vehicle’s maintenance file for a period of fourteen months from the date of the inspection report. A copy of the annual inspection will be placed in the vehicle’s permit book and carried on the vehicle at all times, and will be replaced in twelve months from the date of inspection. A sticker will also be issued and placed on power units near the driver’s door, on the outside of the vehicle. On trailers, the sticker will be placed on the lower front corner, drivers side.

**Annual Inspector Qualifications**

All individuals performing annual inspections are to be qualified to conduct such inspections and documentation of the inspectors’ qualifications are to be maintained on file. All documentation of qualifications shall verify the following:

1. The inspector understands the inspection criteria set forth in Part 393 and Appendix G, and can identify defective components.

2. Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an inspection.

3. Is capable of performing an inspection by reason of experience or training. Training or experience is considered to consist of the following:

a) Has completed a State or Federal sponsored training program.

b) Has a certificate from a State or Canadian Province, which qualifies the inspector to perform commercial motor vehicle safety inspections.

c) Have a combination of training and/or experience totaling at least 1 year.

4. Training and/or experience must consist of only the following:

a) The inspector has participated in a truck manufacturer sponsored training program or similar commercial training program designed to train students in truck operation and maintenance.

b) The inspector has had experience as a mechanic or inspector in a motor carrier maintenance program.

c) The inspector has had experience as a mechanic or inspector in truck maintenance at a commercial garage, fleet leasing institution, or similar facility.

d) The inspector has had experience as a commercial vehicle inspector for a State, Provincial, or Federal Government.

5. Evidence of qualifications of all inspectors utilized by the in2vate will be retained for as long as the inspector is performing annual inspections for in2vate, and for one year thereafter.

**D. Daily Vehicle Inspections**

1. **Driver Inspection, Pre-Trip**

The pre-trip inspection requirements in Section 392.7 of the FMCSR require all drivers to satisfy themselves that the equipment is in proper working condition prior to operating that vehicle. The driver will also review the previous day’s DVIR to verify if any needed repairs were made, or not made to the vehicle. If defects were noted on the previous inspection report, the driver shall verify the defects were certified and sign the certification line on the form.

2. **Driver On-the-Road Inspections**

At each change of duty status, the driver will reexamine his/her vehicle and cargo to determine if any mechanical failure exists. If a failure is found, the driver will have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility.

3. **Driver Post-Trip Inspections**

Driver inspection requirements at the end of the day, or the end of the time he/she is operating a particular vehicle for the day, must be in writing and must be prepared and signed by the person operating the vehicle. The post-trip inspection will be documented on the Institution’s prescribed form. The report shall cover at least the following parts and accessories:

 Service brakes including trailer brake connections

 Parking (hand) brake

 Steering mechanism

 Lighting devices and reflectors

 Tires

 Horn

 Windshield wipers

 Rear vision mirrors

 Coupling devices

 Wheels and rims

 Emergency equipment

The report shall identify the motor vehicle and list any defect or deficiency discovered by, or reported to the driver, which would affect the safety and operation of the motor vehicle or result in its mechanical breakdown.

4. **Driver Vehicle Condition Report Completion and Handling Requirements:**

a) Each driver must prepare the DVIR at the end of each day on each vehicle operated. A vehicle includes a power unit and trailer or trailers.

b) The DVIR must have enough copies so that there is one (the original) to be maintained by the carrier for at least three months and one for the maintenance files.

c) When no safety-related defects are reported by the driver, the driver signs the DVIR and submits the original to the in2vate.

d) When a driver reports safety related defects, he/she signs the DVIR and turns in all copies to in2vate or maintenance location. A maintenance person must sign the form indicating that the repairs have been made (or are not required to be made). The original DVIR is returned to the vehicle and must be signed by the next driver to operate the vehicle to acknowledge that the driver has reviewed it, that there is a certification that the required repairs have been performed, and there is a maintenance person’s signature on the form. The vehicle cannot be operated unless that maintenance person’s signature is there.

DVIR’s will be filed by unit number, the month, in date order, one for each day the unit is used. If the unit is not used, a DVIR is not required for that day. These DVIR’s are to be maintained on file for a period of three months.

**E. Roadside D.O.T. Inspections**

All drivers who receive a D.O.T roadside inspection will report such inspection during that driver’s next check-in call. Dispatch will notify the Vehicle Maintenance Department such inspection, the pending repairs needed, and paperwork requirements associated with the inspection.

The driver is responsible for returning the Driver-Equipment Compliance Check Form to the Safety Department within 24 hours of receipt. If the driver will not return from the trip within 24 hours, the driver will immediately mail this form back to the in2vate.

Upon receipt of this form, the in2vate’s Vehicle Maintenance Department will review the report, note the violations or defects that need correction, and schedule the vehicle for repairs. The noted violations/defects will be repaired, and the form signed by the mechanic making the repairs. The Driver-Equipment Compliance Check Form will be forwarded to the issuing agency at the address indicated on the form within 15 days of the date of the inspection. A copy of this form will be maintained on file with copies of all repair invoices or work orders for a period of 12 months from the date of inspection. Equipment placed out-of-service shall not be operated until the defect(s) is/are corrected.

**F. Vehicle Breakdowns and Road Repair Procedures**

The reporting of breakdowns is the responsibility of the driver, the dispatcher, and the Vehicle Maintenance Department. Drivers are responsible to make accurate reports in order that dispatch is able to keep the customer informed of the appropriate delivery time, and allow the Vehicle Maintenance Department to assess what course of action is needed to get that unit moving. The following procedures are to be used:

1. All breakdowns must be reported to dispatch by the driver to explain the problem and report any delays.

2. Dispatch will transfer the driver to the Vehicle Maintenance Department for further instructions and advice.

3. When the repairs have been completed, the driver will notify dispatch and report the nature of the repairs and cost to the Vehicle Maintenance Department.

4. All paperwork for the repairs will be forwarded to the Vehicle Maintenance Department where it will be filed in that unit’s maintenance file for a period of one year from date of receipt.

**G. Assignment of Vehicles**

Due to the changes in customer needs and the need to perform necessary maintenance functions, drivers may not always be assigned the same vehicle. Because of this, it is important that all personal belongings are removed from the truck at the end of each trip.

Because units may not be permanently assigned, no alterations of any type, to any vehicle are permitted. Such alterations include the drilling of holes or changing of the unit either inside or outside of the vehicle.

All employees are required to maintain the inside of all units in a neat and orderly manner.

**VII. Compliance Audits**

**Safety Department**

The Safety Supervisor will conduct random audits of the maintenance records to ensure that the files contain the proper documentation of maintenance functions. The Safety Supervisor will review all records maintained by a third party (truck leasing companies, independent contractors) to determine compliance, as the motor carrier is responsible to these records. A written record of these audits will be forwarded to the corporate office on a quarterly basis.

**Third Party Audits**

Every two years, the in2vate will contract a third party auditor to conduct an on-site audit of all maintenance records. A written report of the findings will be submitted to the Safety Manager and copies forwarded to others as determined.

**VIII. Consequences for Non-Compliance**

**A. Drivers**

Drivers who fail to conduct proper inspections, or properly document the post-trip inspection, will be subject to the following disciplinary action:

 First Offense – training and verbal counseling

 Second Offense within 6 months – written warning

 Third Offense within 12 months – one week suspension as a driver

 Fourth Offense within 12 months – driver’s services terminated

Drivers who operate a vehicle with an expired Annual Inspection, or a vehicle that does not have on it the proper documentation of the Annual Inspection, will be subject to the following disciplinary action:

 First Offense – written warning

 Second Offense with 12 months – one week suspension as a driver

 Third Offense within 12 months – driver disqualified

Drivers who operate an unsafe vehicle will be subject to the following disciplinary action:

 First Offense – written warning

 Second Offense within 12 months – one week suspension as a driver

Third Offense within 12 months – driver disqualified

Drivers who tamper with or abuse equipment will be subject to the following disciplinary action:

 Termination of employment

Unauthorized use of the equipment will result in the following disciplinary action:

 First Offense – one week suspension

 Second Offense within 12 months – termination of employment

Failure to check tires, driving with a flat will result in the following disciplinary action:

 First Offense – training and verbal counseling

 Second Offense with 6 months – written warning

 Third Offense within 12 months – one week suspension as a driver

 Fourth Offense within 12 months – driver terminated

**Drivers who violate an out-of-service order will be disqualified and their services terminated.**

**B. Operations Personnel**

No person shall require or permit a driver of a Commercial Motor Vehicle to operate that vehicle if it does not meet the requirements of the Federal Motor Carrier Safety Regulations. Any individual knowingly and willfully authorizing the operation of said vehicle will be subject to termination.

**C. Maintenance Personnel**

All employees responsible for maintenance functions will perform those functions in accordance with the Federal Motor Carrier Safety Regulations and institution policies. Only those with the proper training and certifications will perform annual inspections and brake related maintenance and inspections.

All maintenance performed will be documented in the prescribed manner and maintained on file for the prescribed periods of time. Employees responsible for performing maintenance functions who fail to perform such tasks in accordance with these guidelines will be subject to the progressive disciplinary action that follows:

 First Offense – training and verbal counseling

 Second Offense within 12 months – written warning

 Third Offense within 12 months – one week suspension

 Fourth Offense within 12 months – termination

**D. Safety Personnel**

Employees responsible for the tracking, review, and maintenance of the maintenance records who fail to perform such tasks in accordance with in2vate’s guidelines will be subject to progressive disciplinary action per the in2vate’s employment policies.

**IX. Annual Inspection Equivalents**

The following State inspection programs have been determined to meet the Federal requirements and are acceptable for meeting in2vate’s annual inspection requirements:

* ALABAMA (LPG Board)
* MICHIGAN
* WEST VIRGINIA
* MINNESOTA
* ARKANSAS
* NEW HAMPSHIRE
* WISCONSIN
* NEW JERSEY
* CALIFORNIA
* NEW YORK
* ALL CANADIAN PROVINCES
* OKLAHOMA
* DISTRICT OF COLUMBIA
* PENNSYLVANIA
* YUKON TERRITORY
* RHODE ISLAND
* HAWAII
* TEXAS
* ILLINOIS
* UTAH
* LOUISIANA
* VERMONT
* MAINE
* VIRGINIA
* MARYLAND