

Pre-Trip/Post-Trip Inspection Policy

1.0 Policy Statement

City of Mount Pearl is committed to the Health and Safety of City employees while recognizing that ensuring health and safety at the workplace is everyone's responsibility. City employees shall complete a pre-trip and post trip inspection at the beginning of each shift before operating for City owned equipment to ensure the equipment is mechanically fit and safe to drive. City employees shall complete a Motorized Vehicle Inspection (MVI) form properly.

2.0 Regulatory Requirements

This policy conforms with the *Highway Traffic Act and Regulations* the *Occupational Health and Safety Act and Regulations*, as well as other related City policies and procedures.

3.0 Scope

This policy applies to all City of Mount Pearl employees that will be operating City owned equipment.

4.0 Purpose

The purpose of this policy is to ensure the health and safety of City employees, and to ensure that City equipment is mechanically fit to drive.

5.0 Guidelines

City of Mount Pearl employees shall comply with the following guidelines:

- A. Pre-trip Inspection is completed at the beginning of each shift.
- B. Vehicle operators are responsible for ensuring that the valid documentation (valid insurance, registration and pre-trip information) is up to date and present.
- C. If a defect is found, this will be immediately assessed and remediated in accordance with the priority type. If the decision is made that the equipment defect will be repaired later, the date and the issue will be recorded in the logbook at the tool crib.
- D. The log book shall be updated daily with information on equipment's ongoing issues.
- E. City employees and operators shall use the books to relay service and maintenance issues with the equipment.

- F. MVI (Motor Vehicle Inspection) sticker will be placed in the windshield of all commercial vehicles and it will be a checked item in each booklet where applicable. If a MVI sticker is missing the unit will be put out of service until it gets replaced or another MVI is completed.
- G. It is responsibility of employees to ensure that the unit they operate is within the inspection period.
- H. When MVI's are completed a current registration and current insurance policy slip will be placed in the vehicle. Operators are also responsible for confirming valid documentation.
- I. MVI certificates will be kept in Laserfiche under each unit number as required and they will also be logged with motor registration with returned booklets.
- J. Pre/post trip booklets shall be kept for records purposes.

6.0 Responsibilities

The following roles and responsibilities shall apply:

A. Operators:

The City's employees operating the equipment are responsible for:

- Completing a pre and post trip inspections.
- Ensuring that the vehicle has: a valid MVI sticker where applicable, up-to date and valid insurance, registration, and pre-trip information booklets.
- Reporting any defects in the equipment. Employees are required to be specific with the complaints reported.
- Use the books to relay service and maintenance issues with the equipment.

B. Mechanical Foreperson:

The City's Supervisors are responsible for:

- Communicate with operators to ensure that there is enough compliance in pre-post trip inspections as well as reporting of defects.
- Keeping and filling Inspection Reports completed by operators.
- Communicating with Works Superintendent to report equipment defects.
- In consultation with Works Superintendent, evaluate and determine repair and maintenance for equipment on a case by case basis.

C. Works Superintendent

The City's Works Superintendent is responsible for:


- Overseeing equipment operations and compliance with this policy along with regulatory compliance.
- Provide recommendations on equipment to Mechanical Foreperson as necessary.
- Providing reports on fleet status to Director of Infrastructure and Public Works.

7.0 Related Procedures

Please refer to the City's companion documents:

- *Small Vehicle/Pick-up Pre-Trip Inspection Report*
- *Daily Operator Vehicle Inspection Report*
- *Daily Operator Report Flyer/Dump Truck/Salt Truck Inspection Report*
- *Daily Operator Garbage Compactor Inspection Report*

8.0 Approvals



Steve Kent, Chief Administrative Officer
November 11, 2018

Date