STANDARD OPERATING GUIDELINE

SUBJECT: Vehicle Condition & Reports

ISSUE DATE: February 2002

NO.: SOG 32

ISSUED BY: D. McCarthy

APPROVED BY: 

SUPERSEDES DATE: PAGE: 1 OF 3

General: The purpose of this guideline is to insure that Public Works vehicles and equipment are functioning safely and correctly and if not are reported for repair in a timely manner.

Intent: It is the intent of this guideline to provide a quick and simple format for reporting equipment operational status.

Implementation: Prior to the operation of any piece of town equipment or vehicle a “Vehicle Condition Report” shall be completed. Upon final usage of any piece of town vehicles or equipment for that workday the same vehicle condition report shall be completed.

Copies of the condition report shall be turned in at the end of the work day as described on the bottom of the form as follows:

White - Highway Foreman
Pink - Operator / Driver
Yellow - Maintenance Foreman

Vehicle condition checks should take no more than fifteen minutes to conduct and shall be completed within one half hour of starting or stopping the vehicle and/or equipment.

All equipment and vehicle operators shall check the service due sticker located on the upper left corner of all equipment and vehicle windshields and compare same with the hour meter or odometer.

When due for service, it shall be the operators responsibility to report it immediately to the Maintenance Foreman.

The vehicle condition report shall be completed in a format consistent with that offered on the following sample.
# Raymond Public Works
## Vehicle Condition Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Driver</th>
<th>Vehicle #</th>
<th>3/5/01</th>
<th>McCarthy</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start</th>
<th>Finish</th>
<th>Time</th>
<th>Miles</th>
<th>Hourmeter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>5:00 a.m.</td>
<td>968 mi.</td>
<td>114 hrs.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out Bound Checks</th>
<th>In Bound Checks</th>
<th>Amount</th>
<th>Fluid</th>
<th>Out Bound Checks</th>
<th>In Bound Checks</th>
<th>Amount</th>
<th>Fluid</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>15.1</td>
<td>Fuel (gals.)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Coolant (gals.)</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>1</td>
<td>Engine Oil (qts.)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Auto Trans. (qts.)</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Hyd. Oil (gals.)</td>
<td></td>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

**NO DEFECTS - Condition of Vehicle is Satisfactory**

If items need repair, check below and describe:

- Repairs Completed
- Further Work Scheduled

- Body Metal/Damage
- Brakes
- Cab - Items & Controls
- Clutch
- Electric System
- Engine & Fuel
- Exhaust & Cool - Low Exhaust 03/06
- Decals & Registration
- Gauges - Radio
- Hyd. System - Cycle
- Lights - Reflectors
- Safety Equipment
- Safety Systems
- Steering
- Susp. - Axles, Springs
- Tires, Rims, Lugs
- Trans. - Driveline
- Winch, Cable, Chains
- Other P.M. DUE 03/07

**Explanation:**

**Driver Initials:**

**Driver Signature:**

**Maint. Sign Off:**

**Driver Review:**

Original to Supervisor; Copy to Driver; Final Copy to Shop
1. That day's date consisting of month, date and year.
2. Driver or operator's last name or highway number.
3. Vehicle or equipment number.
4. Approximate start time and finish time and circle A.M. or P.M.
5. Start and finish mileage, if equipped.
6. Start and finish hours if equipped with hour meter.
7. Start and finish tank levels and amount added.
8. Start and finished oil level and amount if added.
9. Start and finished hydraulic oil level and amount if added.
10. Start and finished coolant and amount if added.
11. Start and finished automatic transmission fluids and amounts if added.
12. Check ONLY items requiring repairs with explanation.
13. Outbound check if vehicle or equipment is satisfactory to use.
14. Inbound check if vehicle or equipment is satisfactory for use after completion of daily usage.
15. For use of foreman only.
16. Driver's initials after each check cycle.
17. Driver signature and date.
18. Maintenance sign off after repairs.
19. Driver sign off after review of repairs.