



COUNTY OF NORTHERN LIGHTS

POLICY

PRE TRIP/POST TRIP

CREATED: 2/9/2025

REVISED: 5/12/2025
6/25/2025

TOTAL PAGES: 3

SCOPE

This policy outlines the mandatory documented pre- and post-trip inspection procedures that all commercial drivers and owner-operators must adhere to before and after operating equipment, and any vehicles at or over a GVW of 4500kg. Compliance with this policy ensures adherence to **National Safety Code** standards and promotes the safe operation of all vehicles in our fleet.

INTENT

The intent of this policy is to maintain the safety and efficiency of our fleet by identifying and addressing potential mechanical issues before vehicles are operated, as well as ensuring that any defects discovered during or after trips are properly reported and addressed.

PRE-TRIP INSPECTION

Before starting any trip, drivers must complete the following inspections to verify that the vehicle is safe for operation.

1. Preparation for Inspection:

- **Park Safely:** Ensure the vehicle is parked on a flat, stable surface.
- **Parking Brake:** Engage the parking brake and ensure the vehicle is in neutral or park.
- **Engine Off:** Turn off the engine unless the inspection requires it to be on for specific component checks.

2. Engine Compartment Inspection:

- **Fluids:**
 - **Engine Oil:** Check the oil level and top up if necessary.
 - **Coolant:** Verify that the coolant level is adequate and clear of contaminants.
 - **Power Steering Fluid:** Confirm fluid levels and inspect for any leaks.
- **Belts:**
 - **Condition:** Inspect belts for wear, fraying, or cracks.
 - **Tension:** Ensure belts are correctly tensioned.
- **Hoses:**
 - **Leaks:** Inspect hoses for visible leaks or bulging.
 - **Condition:** Ensure hoses are crack-free and clamps are secure.
- **Battery:**
 - **Terminals:** Check for corrosion and ensure connections are secure.
 - **Mounting:** Confirm the battery is securely mounted.

3. Exterior Inspection:

- **Tires:**
 - **Tire Boss System (if equipped):**
 - **Display Check:** Ensure the in-cab Tire Boss display is functioning properly and shows no error messages.
 - **Pressure Check:** Confirm all tires are inflated to the recommended PSI.
 - **Manual Inspection (if not equipped with Tire Boss):**
 - **Pressure:** Check tire pressure using a gauge and adjust as needed.
 - **Tread Depth:** Ensure tread depth is at least 3.2mm for steer tires and 1.6mm for others.
 - **Condition:** Inspect for cuts, bulges, or damage.
 - **Lug Nuts:** Verify lug nuts are tight and rims are free from cracks.



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- **Lights:**
 - **Functionality:** Test headlights, tail lights, brake lights, turn signals, and reflectors.
 - **Condition:** Ensure lenses are clean and intact.
 - **Mirrors:**
 - **Adjustment:** Verify that mirrors are properly adjusted and secure.
 - **Condition:** Check for cracks or damage.
 - **Windshield:**
 - **Damage:** Inspect for chips, cracks, or other damage.
 - **Wipers:** Ensure wipers are functioning and washer fluid is filled.
 - **Brakes:**
 - **Components:** Check brake pads, rotors, and calipers for wear.
 - **Leaks:** Inspect for air leaks in the brake system.
 - **Lines:** Ensure brake lines are intact and secure.
 - **Suspension:**
 - **Inspection:** Examine leaf springs, U-bolts, and shock absorbers for wear or damage.
 - **Air Suspension:** Check for leaks if air suspension is equipped.
 - **Fuel Tank:**
 - **Condition:** Inspect for leaks, cracks, or loose caps.
 - **Mounting:** Confirm the tank is securely attached.
4. **Coupling Devices (if applicable):**
- **Fifth Wheel:**
 - **Inspection:** Check for wear or damage.
 - **Locking Mechanism:** Ensure the fifth wheel is locked and jaws are fully engaged.
 - **Trailer Couplings:**
 - **Components:** Inspect kingpins, locking jaws, and coupling devices for wear.
 - **Safety Chains:** Confirm they are attached and in good condition.
5. **Trailer (if applicable):**
- **Frame and Structure:**
 - **Inspection:** Check the trailer frame, cross members, and sidewalls for rust or damage.
 - **Tires, Lights, and Brakes:**
 - Ensure that trailer components, including tires, lights, and brakes, meet the same standards as the truck.
 - **Electrical Connection:** Verify that the truck-to-trailer electrical connection is secure and functioning.
6. **Cargo Securement:**
- **Securing Devices:** Inspect log securing devices (log wrappers) to ensure they are in good condition and properly fastened.
 - **Load Balance:** If the vehicle is loaded, ensure that the load is balanced to prevent shifting during transport.
7. **Interior of the Cab:**
- **Gauges and Controls:**
 - **Functionality:** Verify that all gauges and controls are operating correctly.
 - **Tests:** Check the horn, lights, and signals.
 - **Scale:** Ensure the scale is powered on and functioning properly.



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- **Brakes:**
 - **Air Brake Test:** Build air pressure to 100-125 PSI. With the engine off, release the parking brake and hold the brake pedal for one minute (loss should not exceed 4 PSI). Perform a tug test to ensure the trailer brakes are secure.
 - **Emergency Equipment:**
 - **Fire Extinguisher:** Ensure it is charged and mounted securely.
 - **Supplies:** Confirm the availability of spare fuses, reflective triangles, and a first aid kit.
 - **Seat Belts:** Check that seat belts are functional and secure.
8. **Final Pre-Trip Checks:**
- **Documentation:** Verify that the vehicle's registration, insurance, permits, and logbook are up to date and present in the cab.
 - **Defects:** Record any issues in the ELD system and report any critical defects before operating the vehicle.

POST-TRIP INSPECTION:

After completing a trip, the driver must perform a post-trip inspection to ensure that any issues that arose during the trip are documented and addressed.

1. **Inspection of Key Areas:**
- **Engine Compartment:** Recheck fluid levels and look for any leaks or damage that may have developed during the trip.
 - **Tires and Brakes:** Inspect tires for wear or damage and ensure brakes are functioning properly.
 - **Cargo Securement:** Ensure that all securing devices remain intact and load balance is maintained.
 - **Lights and Mirrors:** Check for any damage or malfunction in exterior lights and mirrors.
2. **Reporting Defects:**
- Any defects discovered during the post-trip inspection must be recorded in the ELD system and reported to the designated maintenance personnel.
 - Critical issues must be addressed before the vehicle is used again to ensure it is roadworthy.

ON-THE-ROAD INSPECTIONS:

- **Ongoing Awareness:** Drivers must remain attentive to any changes in handling, braking, or overall vehicle operation while driving.
- **Periodic Stops:** Drivers must periodically recheck cargo securement, especially at designated wrapper check stops.

This Pre/Post Trip Inspection Policy is designed to ensure the ongoing safety and reliability of our fleet. By adhering to these standards, we aim to maintain compliance with regulations, minimize vehicle downtime, and prevent incidents on the road. Failure to comply with this policy may result in corrective actions as outlined in the company's disciplinary procedures.

Chief Elected Official

Chief Administrative Officer