

VEHICLE SELECTION, EQUIPMENT & MAINTENANCE POLICY

Proper selection and maintenance of equipment are an important aspect of a fleet loss control program. Reduced operational costs, reduced accidents from vehicle defects and improved public opinion are the direct results of a well implemented maintenance policy.

Vehicle Selection

This company's fleet maintenance program starts with the selection of vehicles with the understanding that the wrong equipment can result in excessive breakdowns, costly delays, poor service and customer complaints. It is essential that Tryon Trucking utilize leased vehicles which are designed for the specific job for which they are going to be used.

Vehicle Inspection

A documented program of pre-trip and post-trip vehicle inspection is a critical component in the vehicle maintenance and loss control process. Detection and correction of a vehicle defect or deficiency reduces the risk of a mechanical condition contributing to an accident or vehicle breakdown which can result in death, injury and property damage, as well as missing deliveries, bad publicity, customer dissatisfaction, or on-the-road repair problems.

- *Pre-Trip Inspections* –

Prior to starting a trip or tour of duty, every driver must perform a pre-trip inspection of his vehicle to be certain it has no defects or violations which may affect the safe operation of the vehicle. Have defects corrected before departure. Remember, a pre-trip inspection is your assurance of a safe and trouble free trip.

- *Post-Trip inspections* –

The Federal Motor Carrier Safety Regulations requires each driver who operates a commercial motor vehicle to conduct a post-trip inspection if the driver discovers or is made aware of violations on the equipment. This inspection must include both the power unit and trailer used. It is the responsibility of each driver to conduct the inspection and complete the form as required in this policy and stated in 49 CFR 396.11.

- *Annual Inspections* –

All equipment leased to Tryon Trucking shall be subject to periodic inspections as follows:

1. All new equipment leased on must have a new periodic/annual inspection (within 30 days) prior to being activated in system.
2. All current equipment must undergo a new periodic/annual inspection every 6 months with the exception of the following:
 - a. A roadside inspection report with multiple violations that results in 50 or more **CSA** points the truck would be placed in a quarterly annual inspection cycle, or

- b. If a truck that is subject to the quarterly inspection cycle gets an inspection report with multiple violations that results in 40 or more CSA points the truck would be placed in a bi-monthly inspection cycle.

Vehicle Maintenance

Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance and crisis maintenance. While all three types have their role in the fleet loss control program, the most cost effective control is preventive maintenance.

Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM jobs include oil/filter changes, lubrication, tightening of the belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.

Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs, window glass, gauges, wiring, air lines, etc. Other “demand maintenance” items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joint, bushing, batteries, etc. Since these situations are identified via periodic vehicle inspections, they can be actually be classified within the PM program.

Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

Every motor carrier shall systematically inspect, repair and maintain or cause to be systematically inspected, repaired, and maintained all motor vehicles operating under its authority, regardless of whether it is owned by or leased to the carrier. The FMSCR require a carrier to have complete maintenance and inspection records on all equipment operating under its authority. In order to satisfy the regulations, Tryon Trucking requires all owner operators to comply with the following requirements.

POLICY:

- ❖ Drivers and operators of equipment will complete inspections on a regular basis to identify potential problems before they become safety concerns or require major repairs.
- ❖ Equipment will be inspected by qualified mechanics periodically to conduct necessary repairs and replacements.
- ❖ All drivers shall be responsible for documenting and reporting discoveries.

PROCEDURE:

- ❖ Equipment shall be taken to a qualified mechanic or serviced internally every 20,000 miles or every month (whichever is earlier) for a Preventive Maintenance A inspection. If any problems are reported by the mechanic, they shall be addressed immediately or at the next maintenance to prevent larger costs and unsafe vehicles on the road.
- ❖ Equipment shall be taken to a qualified mechanic every 40,000 miles or every two months (whichever is earlier) for a Preventive Maintenance B inspection. If any problems

are reported by the mechanic, they shall be addressed immediately or at the next maintenance to prevent larger costs and unsafe vehicles on the road.

- ❖ Equipment shall be taken to a qualified mechanic every 100,000 miles or every six months (whichever is earlier) for a Preventive Maintenance C inspection. If any problems are reported by the mechanic, they shall be addressed immediately or at the next maintenance to prevent larger costs and unsafe vehicles on the road.
- ❖ Trucks and trailers shall receive certain inspections and maintenance procedures as recommended by the manufacturer.
- ❖ Drivers are to submit fuel receipts, repair bill invoices, and any other receipt associated with maintenance on the truck or trailer and odometer readings at the end of each month.

MONTHLY MAINTENANCE REPORTS

All equipment owners will complete a monthly maintenance report, provided by Tryon Trucking that lists all maintenance and repairs performed including copies of all receipts on each tractor and/or trailer leased to Tryon Trucking each month. The monthly maintenance reports are required to be submitted to the corporate office by the 15th of the following month. Extra forms will be mailed or faxed to each owner upon their request. Any additional questions can be addressed by the terminal manager or safety department.

Inspections can only be completed by authorized individuals or facility as approved and designated by the safety department.