

CDL Pre-Trip Inspection Procedure

The intent of this inspection is to ensure that the vehicle you are about to drive is safe to operate. There are several key points which you either need to do or be prepared to explain. All tests for the pre-trip include engine start and in-cab inspection. With any vehicle components you must be able to point and touch the equipment. Drivers are not expected crawl underneath the vehicle as part of the inspection.

START

- The vehicle key must be kept in your pocket, have a rag and flashlight with you
- As you approach the vehicle look under the vehicle for leaks (oil, coolant and transmission fluid)
- Look to see if the vehicle is leaning to the left or right which may indicate a suspension problem.

FRONT OF VEHICLE

1. Check condition of all vehicle light lens (clearance, headlights, turn signals/emergency flashers)
 - Make sure the lights shall be secure, clean, good condition (not broke, cracked) and proper color (yellow in front)
2. Windshield not cracked or broken
 - No other stickers in the windows except DOT inspection and with current state inspection stickers
3. Wipers are present and against the windshield
4. Side and fender mirrors are secure
 - Not broken or cracked, no missing bolts with the glass being clean and clear
5. Grill is not cracked with nothing blocking the radiator
6. Bumper is secure
 - No bolts missing or cracks

UNDER HOOD – start on left side and then go to the right side

1. Check hood latches for cracks and dry rot, both ends are secure with no bolts missing
2. Check appearance of engine
3. Check that hoses are secure with no leaks, cracks or excessive wear
4. Check all wires so that there are no bare, broken or exposed wires and the wires are secure
5. Check engine oil level. It must be between full and add.
6. Check automatic transmission level – if automatic (usually when engine is warm, know if you can check cold or vehicle needs warmed up. Same procedure for oil must be between full and add.
7. Power steering fluid - engine should be off and know if it is a sight glass or dip stick. Dip stick check as you would other fluids
8. Power steering pump is belt (up to $\frac{3}{4}$ inch play at center of the belt) or gear driven and check hoses, no leaks and is secure.
9. Know where the water pump is located
10. Check all water/heater hoses, secured with all bolts and clamps present with no leaks.
11. Check air compressor and hoses, they are secure with all bolts and clamps present with no leaks. Is unit belt (up to $\frac{3}{4}$ inch play at center of the belt) or gear driven
12. Check steering column and box that it's secure with all bolts and clamps

- Check the following:
 - Pitman arm
 - Steering knuckle
 - Drag link is secure with all cotter keys and castle nuts
 - No cracks or broken welds



13. Check frame for cracks and broken welds

- Spring hangers are secure to the frame with nuts and bolts, check for anything that is cracked, missing or broken. Check for missing and damaged equipment, nothing has shifted, missing, cracks or broken welds. Check at each point where secured to the vehicle frame and axle(s).
- Springs are secure with u-bolts with nothing missing and not broken
- Shocks are secure at axle and frame with all bolts with no leaks, dents and rubber gaskets are not cracked or dry rotted.

14. Serpentine belt – if present is not frayed, cracked with no movement or play in the belt (up to ¼ inch play at center of the belt).

15. Service brake chamber with hoses are secure with all clamps, bolts and nuts with no dents or leaks.

16. Slack adjusters and push rod are not bent, broken, loose or missing parts. Cotter keys or pins are secure. No more than 1 inch play on manual slack adjusters.

17. Left front tire, even wear with no less than 4/32 inch in all grooves, no recaps with no damage to the walls with a secure valve stem and cap.

Must say “to check the air in the tires I would use a tire gauge”

- Lug nuts are all there and are not loose with rust trails or worn metal indicating lug nuts aren't tight
- Brake drums secure with drum bolts with no cracks or welds
- Brake pads are next to the drums
- Hub oil/grease seals are not leaking and if equipped with a sight glass oil level is adequate
- Disc brakes with no cracks, oil or grease on brakes without wear – **you must know if you have drum or disc brakes, Need to know if they have ABS brakes**

UNDER HOOD – right side

1. Check components as on the other side such as hoses, frame, shocks, springs, hanger, brakes, tires and the steering components

Can be said but you still must look

2. Air cleaner secure with all bolts and nuts
3. Alternator is secure to the engine with all bolts and no bare wires. Must know if unit is belt (up to ¼ inch play at center of the belt) or gear driven.
4. Radiator is secure to the vehicle with all bolts. If fluid reservoir indicates level make sure it's between full and add. No see through tank you will have to open cap but only done when it's cold. Check hoses for leaks and clamps are present.
5. Window washer fluid reservoir is full
6. Water pump is secure with all bolts with no leaks and is the unit belt (up to ¼ inch play at center of the belt) or gear driven
7. Check belts on this side of the engine for cracks, fraying and there is no play (up to ¼ inch play at center of the belt).

8. Left front tire, even wear with no less than 4/32 inch in all grooves, no recaps with no damage to the walls with a secure valve stem and cap.

Must say "to check the air in the tires I would use a tire gauge"

- Lug nuts are all there and are not loose with rust trails or worn metal indicating lug nuts are not tight
- Brake drums secure with drum bolts with no cracks or welds
- Brake pads are next to the drums with no excessive wear
- Hub oil/grease seals are not leaking and if equipped with a sight glass oil level is adequate
- Disc brakes with no cracks, oil or grease on brakes without excessive wear— **you must know if you have drum or disc brakes, Need to know if they have ABS brakes**

Close and latch hood

LEFT SIDE OF VEHICLE

1. Check for body damage, missing bolts or screws and any damage or cracks to windows.
2. Clearance lights and reflectors are secure with all bolts and screws in place. None are missing, broken and are clean with the proper color. Yellow from the front of the vehicle to the middle and red in the rear.
3. Check entry that steps and hand holds are secure with no missing bolts or screws. Nothing should present a trip hazard and the handle is secure.
4. Check mud flaps are secure to the vehicle, not missing, hanging down or in poor condition
5. Battery box can be checked if possible and if not accessible explain how you would check it. Batteries are secure, with tight cables showing no bare wires. Terminals should be complete, not cracked and no corrosion. **Make sure battery box door is shut and latched**
6. Check under the vehicle at the drive shaft is not hanging down, hangers are secure and all bolts are present
7. Check air tanks are secure to the vehicle with all bolts showing no signs of damage or cracks and without leaks
8. Check rear brake spring chambers for cracks, dents or mechanical problems and that hoses are secure with all bolts in place. Check the spring in the brake chamber is working
9. Slack adjusters, push rod are not bent and the bushing has no cracks or dry rot. Cotter keys or pins are secure. No more than 1 inch play, would need to release brakes to check
10. Check frame for cracks and broken welds
11. Air bags torque arms are secure with proper inflation and no leaks
12. Spring hangers are secure with u-bolts and no loose or missing bolts
13. Springs are secure and not missing or broken
14. Shocks are secure at axle and frame with all bolts with no leaks, dents and rubber gaskets are not cracked or dry rotted
15. Check for damaged or bent tire rims
16. Left rear tires with even wear no less than 2/32 inch in all grooves, may have recaps with no damage to walls of tire and the valve stem is secure with the cap.

Must say "to check the air in the tires I would use a tire gauge"

- Lug nuts are all there and are not loose with rust trails or worn metal indicating not tight
- Brake drums secure with drum bolts with no cracks or welds
- Brake pads are next to the drums with no excessive wear
- Hub oil/grease seals are not leaking and if equipped with a sight glass oil level is adequate

- Disc brakes with no cracks, oil or grease on brakes without excessive wear– **you must know if you have drum or disc brakes**

Need to know if they have ABS brakes

17. Check hub oil seals/axle seals are not leaking and if equipped with sight glass oil level is adequate
18. Bud wheels with no welds or rust holes, cracks or space between wheels – **you must know if you have bud wheels or spacers on dual tires**
19. Check fuel tanks if equipped on this side that it is secure, cap is in place and no leaks, dents and rubber seal is present and not cracked or dry rotted

BACK OF VEHICLE

1. Check condition for all lights (clearance, turn signals/flashers, brake lights, reverse)
 - Secure, clean, good condition (not broke, cracked) and proper color (red in front)
2. Check exhaust if rear mounted that it is secure with all hanger hardware attached to the frame with no leaks. Leaks can be noticed by black streaks on the tubes. The exhaust shall not project more than 2 inches from the rear bumper.

RIGHT SIDE OF VEHICLE

1. Check for body damage, missing bolts or screws and any damage or cracks to windows.
2. Clearance lights and reflectors are secure with all bolts and screws in place. None are missing, broken and are clean with the proper color. Yellow from the front of the vehicle to the middle and red in the rear.
3. Check entry that steps and hand holds are secure with no missing bolts or screws. Nothing should present a trip hazard and the handle is secure.
4. Check mud flaps are secure to the vehicle, not missing, hanging down or in poor condition
5. Check rear brake spring chambers for cracks, dents or mechanical problems and that hoses are secure with all bolts in place. Check the spring in the brake chamber is working
6. Slack adjusters, push rod are not bent and the bushing has no cracks or dry rot. Cotter keys or pins are secure with no more than 1 inch play
7. Check frame for cracks and broken welds
8. Air bags torque arms are secure with proper inflation and no leaks
9. Spring hangers are secure with u-bolts and no loose or missing bolts
10. Springs are secure and not missing or broken
11. Shocks are secure at axle and frame with all bolts with no leaks, dents and rubber gaskets are not cracked or dry rotted
12. Check for damaged or bent tire rims
13. Left rear tires with even wear no less than 2/32 inch in all groves, may have recaps with no damage to walls of tire and the valve stem is secure with the cap.

Must say “to check the air in the tires I would use a tire gauge”

- Lug nuts are all there and are not loose with rust trails or worn metal indicating not tight
- Brake drums secure with drum bolts with no cracks or welds
- Brake pads are next to the drums with no excessive wear
- Hub oil/grease seals are not leaking and if equipped with a sight glass oil level is adequate
- Disc brakes with no cracks, oil or grease on brakes without excessive wear– **you must know if you have drum or disc brakes**

Need to know if they have ABS brakes

14. Check hub oil seals/axle seals are not leaking and if equipped with sight glass oil level is adequate
15. Bud wheels with no welds or rust holes, cracks or space between wheels – **you must know if you have bud wheels or spacers on dual tires**
16. Check fuel tanks if equipped on this side that it is secure, cap is in place and no leaks, dents and rubber seal is present and not cracked or dry rotted

INSIDE OF VEHICLE

Emergency equipment

- Fire extinguisher is present, properly charged, secure and has been inspected. Three (3) safety triangles, first aid kit, spare fuses are present.
- Seat belt moves freely, latches and unlatches and shows no signs of being frayed or excessive wear
- Check seat for signs of damage and material which could cause a hazard such as metal components sticking through seat coverings

Vehicle equipment

1. Seat and mirrors are properly adjusted for the driver
2. Check windshield by pushing on it to make sure it's secure and show no signs of dry rot, cracks or chips. Glass should be clean and clear
3. Put key in ignition to "on" position to check all switches on high and low to ensure they work (heaters, defrosters, fans)
4. Check gauges and warning lights are illuminated
5. Check wipers for placement against the glass, they clean the windows without streaks and work on high and low settings. Check windshield washers to ensure they are able to clean windshield.
6. Check gear shift so that it moves freely, is in the neutral position and the parking brake is on.
Tell the tester "I am now going to do a safe start of the vehicle" release clutch slowly
7. Check gauges; oil gauge moves in the first 5 seconds, ABS light (if equipped) should come on and then turn off [if light doesn't go off the vehicle can't be used for testing], temperature should be around 170/180°, volts should read between 14-16 in the green, amps should be "0". RPM needle should move freely and any other gauges should work properly
8. Check steering wheel play while the vehicle is running by turning the steering wheel left and right to see if there is play in the wheel. Play is when the wheel is turned but the steering wheel hasn't started to move yet. There should be no more than 2 inches or 10 degrees movement in any direction.
9. Check that headlights, turn signal and emergency flasher indicators are functional
10. Check the vehicle horn for function (air and electric if equipped)
11. Check pedals (clutch, brake and accelerator) to ensure they move freely and there is rubber covering on them
12. Check door handle opens and closes easily
13. Air brake check
 - If parked on an incline place wheel chocks prior to conducting the check
 - Air pressure should build to 120-140psi, shut off engine, release parking brake and fully apply the foot brake.
 - Hold the foot brake for one (1) minute.
 - Check the air gauge to see if the air pressure drops more than three (3) pounds in one minute [single vehicle] or four (4) pounds in one minute [combination vehicle]

- Without restarting the vehicle, turn the vehicle “on” or to “battery charge” position
- Begin fanning off the air pressure by rapidly applying and releasing the foot brake. Low air warning devices (buzzer, light) should activate before air pressure drops below 60psi or other level as specified by the manufacturer
- Continue to fan off the air pressure. At approximately 40psi on a combination vehicle the tractor protection valve and parking brake should close (pop out). On other combination vehicle types and single vehicle types, the parking brake valve should close (pop out)

14. Release the air brake and move forward at about 5mph and push on the service brake with your hands “off” the steering wheel. The vehicle should not pull left or right

You must say “I am now ready for the light check”

15. Light check

- Tell the tester you are going to check the lights and ask if they can go outside to help check them.
Tell them to check they are operating, clean and the proper color
- You will point to and tell the tester which light you checked and what the function is
High/low beam, light flashes, light comes on, light goes off
- Make sure the door is closed and the left window is open
- Headlights (high and low beams, turn signals left and right, then four way emergency flashers)
- Leaving the lights on ask them to check the clearance lights all around the vehicle as they move to the back.
- Once in the back inform the tester which light you are checking (tail lights, brake lights [push a couple of times], left and right turn signal, backup lights, emergency flashers and any clearance or marker lights)