



Safety Tips

A five-minute training series for PCOs.



Vehicle Inspections

One of the most important tasks a vehicle operator can perform is to properly inspect their vehicle. This will ensure proper operation, a presentable condition and safety. Everyday before operation, the vehicle needs to be inspected for safety equipment. This includes, but is not limited to:

- Lights (headlights, tail lights, turn signals, high beams, emergency flashers).
- Horn.
- Gasoline.
- Brakes.
- Pedals are free and clear of obstructions.
- Clutter and loose articles are not in the cab that can distract or interfere with driving.
- Items in the back of the vehicle are secure and will not come off during operation.
- All mirrors in good working order and properly positioned to eliminate blind spots.
- Windows clean and unobstructed.
- Vehicle body for dents and scratches.
- Seat belts.
- All locks work properly and are used.
- Windshield wipers.

On a weekly basis, check the above and the following:

- Fluids (gasoline, oil, power steering, brake, windshield solvent).
- Tires not low, have sufficient tread and are not wearing improperly.
- Cleanliness (inside and outside).
- Fire Extinguisher (charged and in good condition).
- Servicing dates have not passed.

Of course, include any other items required by your manager and company.

All deficient items must be repaired immediately or reported to your manager for corrective measures.

