

## Vehicle Maintenance File Forms

Motor carriers that operate in Ohio must keep accurate and up to date records for all vehicles and equipment they control. The various inspection, repair, and maintenance records retention requirements are outlined in Parts 393 and 396 of the Federal Motor Carrier Safety Regulations. The following is a summary of each required form, along with a sample form, to assist you in complying with these rules and regulations.

- 1. Driver's Post-Trip Vehicle Inspection Report Form (*Driver Vehicle Inspection Report*):** All motor carriers must require drivers to report in writing at the completion of each day's work on each vehicle operated. Section 396.11 of the federal regulations specifies what should be included in each report. The original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review should be maintained for three months from the date the written report was prepared.
- 2. Vehicle Inspection, Repair and Maintenance Record Form:** Motor carriers must maintain accurate and detailed records for inspections, repairs and maintenance on all equipment and vehicles under their control for 30 days or more as outlined in Part 396.3 of the FMCSRs. These records must be retained for 1 year and located where the vehicle is housed or maintained. Once the equipment or vehicle leaves the motor carrier's control, records must be maintained for 6 months.
- 3. Vehicle Service Due Status Report Form:** Motor carriers must maintain accurate records for inspections and service due for all equipment and vehicles they control for 30 days or more. These records must be retained for 1 year and located where the vehicle is housed or maintained. Once the equipment or vehicle leaves the motor carrier's control, records must be maintained for 6 months. (Refer to 49 C.F.R. 396.3.)
- 4. Record of Annual Inspection:** Every commercial motor vehicle must be inspected periodically as required by Section 396.17 of the federal regulations. Documentation of this inspection must be retained in or on the vehicle as indicated in Section 396.21(a). Based on the type of inspection report, other forms, such as a sticker or decal, as outlined in Section 396.17(c)(2), are also acceptable.
- 5. Roadside Inspection Records:** Following a roadside inspection, motor carriers and intermodal equipment providers must certify that all that all violations have been corrected by signing the inspection form and returning it to the PUCO within 15 days. A copy of this report must be retained at the principal place of business, or where the vehicle is housed for 12 months from the date of inspection. (Refer to 49 C.F.R. 396.9(d)(3).)
- 6. Receipts from Outside Repairs:** Motor carriers should maintain an accurate record of receipts from outside repairs for all equipment and vehicles they control, which is outlined in Part 396.3 of the FMCSRs. These records must be retained for 1 year and located where the vehicle is housed or maintained. Once the equipment or vehicle leaves the motor carrier's control, records should be maintained for 6 months.

# DRIVER'S POST-TRIP VEHICLE INSPECTION REPORT FORM

(Complete at the end of each day and retain for 3 months in Vehicle Maintenance File.)

Truck No. \_\_\_\_\_ Odometer \_\_\_\_\_ Trailer No. \_\_\_\_\_

Driver's Name \_\_\_\_\_ Date \_\_\_\_\_

Please only check defects and explain in the Details section.

## POWER UNIT

### GENERAL CONDITION

- Cab/Doors/Windows
- Body/Doors Oil Leak
- Oil Leak
- Grease Leak
- Coolant Leak
- Fuel Leak
- Other (Specify)

\_\_\_\_\_

### ENGINE COMPARTMENT

- Oil Level
- Coolant Level
- Belts
- Other (Specify)

\_\_\_\_\_

\_\_\_\_\_

**NO DEFECTS**

### IN-CAB

- Gauges/Warning Indicators
- Windshield Wipers/Washers
- Horns
- Heater/Defroster
- Mirrors
- Steering
- Clutch
- Service Brakes
- Parking Brake
- Emergency Brakes
- Triangles
- Fire Extinguisher
- Other Safety Equipment
- Spare Fuses
- Seat Belts
- Other (Specify)

\_\_\_\_\_

\_\_\_\_\_

### EXTERIOR

- Lights
- Reflectors
- Suspension
- Tires
- Wheels/Rims/Lugs
- Battery
- Exhaust
- Brakes
- Air Lines
- Light Line
- Fifth Wheel
- Other Coupling
- Tie Downs
- Rear-End Protection
- Exhaust
- Other (Specify)

\_\_\_\_\_

\_\_\_\_\_

## TOWED UNIT

- |                                     |   |   |  |
|-------------------------------------|---|---|--|
| <input type="checkbox"/> Body/Doors | <input type="checkbox"/> Suspension       | <input type="checkbox"/> Landing Gear           | <input type="checkbox"/> Rear-End Protection |
| <input type="checkbox"/> Tie Downs  | <input type="checkbox"/> Tires            | <input type="checkbox"/> King Pin/Upper Plate   | <input type="checkbox"/> Other (Specify)     |
| <input type="checkbox"/> Lights     | <input type="checkbox"/> Wheels/Rims/Lugs | <input type="checkbox"/> Fifth Wheel (Dolly)    | _____  |
| <input type="checkbox"/> Reflectors | <input type="checkbox"/> Brakes           | <input type="checkbox"/> Other Coupling Devices | _____  |

Details:

**NO DEFECTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Condition of the above vehicle is satisfactory

Driver's Name \_\_\_\_\_ Driver's Signature \_\_\_\_\_

Above Defects Corrected

Above Defects need NOT be corrected for safe operation of vehicle

Mechanic's Signature \_\_\_\_\_

Driver's Signature \_\_\_\_\_





# Annual Vehicle Inspection Report

Vehicle History Record	
Report Number	FLEET UNIT NUMBER
DATE	

MOTOR CARRIER OPERATOR	INSPECTOR'S NAME (PRINT OR TYPE)
ADDRESS	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input type="checkbox"/> YES
CITY, STATE, ZIP CODE	VEHICLE IDENTIFICATION (✓) AND COMPLETE <input type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL)

## VEHICLE COMPONENTS INSPECTED

ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE
<b>1. BRAKE SYSTEM</b>				<b>7. STEERING MECHANISM</b>			
a. Service Brakes				a. Steering Wheel Free Play			
b. Parking Brake System				b. Steering Column			
c. Brake Drums or Rotors				c. Front axle beam and ALL steering components other than steering column			
d. Brake Hose				d. Steering Gear Box			
e. Brake Tubing				e. Pitman Arm			
f. Low Pressure Warning Device				f. Power Steering			
g. Tractor Protection Valve				g. Ball and Socket Joints			
h. Air Compressor				h. Tie Rods and Drag Links			
i. Electric Brakes				i. Nuts			
j. Hydraulic Brakes				j. Steering System			
k. Vacuum Systems				<b>8. SUSPENSION</b>			
<b>2. COUPLING DEVICES</b>				a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.			
a. Fifth Wheels				b. Spring Assembly			
b. Pintle Hooks				c. Torque, Radius, or Tracking Components			
c. Drawbar/Towbar Eye				<b>9. FRAME</b>			
d. Drawbar/Towbar Tongue				a. Frame Members			
e. Safety Devices				b. Tire and Wheel Clearance			
f. Saddle-Mounts				c. Adjustable Axle Assemblies (Sliding Subframes)			
<b>3. EXHAUST SYSTEM</b>				<b>10. TIRES</b>			
a. Any exhaust system determined to be leaking at a point forward of or directly below the driver/sleeper compartment.				a. Tires on any steering axle of a power unit.			
b. A bus exhaust system leaking or discharging to the atmosphere in violation of standards (1), (2), or (3).				b. All other tires.			
c. No part of the exhaust system of any motor vehicle shall be so located as would be likely to result in burning, charring, or damaging the electrical wiring, the fuel supply, or any combustible part of the motor vehicle.				<b>11. WHEELS AND RIMS</b>			
<b>4. FUEL SYSTEM</b>				a. Lock or Side Ring			
a. Visible leak				b. Wheels and Rims			
b. Fuel tank filler cap missing				c. Fasteners			
c. Fuel tank securely attached				d. Welds			
<b>5. LIGHTING DEVICES</b>				<b>12. WINDSHIELD GLAZING</b>			
All lighting devices and reflectors required by Section 393 shall be operable.				Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).			
<b>6. SAFE LOADING</b>				<b>13. WINDSHIELD WIPERS</b>			
a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.				Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.			
b. Protection against shifting cargo				List any other condition which may prevent safe operation of this vehicle.			
				_____			
				_____			

Instructions: Mark column entries to verify inspection:    X OK,    X NEEDS REPAIR,    NA IF ITEMS DO NOT APPLY,    REPAIRED DATE.  
 CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION REPORT IN ACCORDANCE WITH 49 CFR 396.