

## **PRE-DRIVE VEHICLE CHECKLIST**

### **Check the Outside of the Vehicle**

- Ensure that tools, equipment, and supplies are properly stored.
- Ensure all bins are closed and ladders are secured.
- Be sure that the following are clean: Lights, windows and mirrors.
- Visually check the condition of the following: windows (not damaged); wipers (good condition); vehicle exterior (no new damage).
- Check the condition of the tires (tires properly inflated with serviceable tread). If the tires appear under inflated, check or have the pressure checked with a gauge.

### **10 second brake test**

- With the engine running, press the brakes lightly. Do not pump the brakes.
- Hold the brake application for ten seconds. During this test, the brake pedal should not creep down. If the pedal does creep down, the master cylinder or other related hydraulic components may be defective and the vehicle must not be driven.
- If the pedal does not creep down, then the test is completed and the vehicle has passed the test.

### **Check the Inside the Vehicle**

- Inspect the cab for proper housekeeping. No loose items in the passenger area.
- Test directional signals, lights, horn, emergency flashers, wipers, and seat belts to ensure they work properly.
- Adjust the mirrors, seat position, and the seat belts before you start the vehicle.
- Perform the 10 second brake test to ensure that brakes work properly.

### **Reporting**

- If based in the U.S, report any deficiencies to Fleet Operations via 800-696-8926 (or equivalent) or via a web order placed on Fleet Central Website. Otherwise, follow local procedures for reporting and correcting any problems identified.
- Do not operate a vehicle if there are any malfunctions that will hinder the operation of the vehicle and/or your safety!

### **Finally, Perform the Circle of Safety**

- After you are through with the pre-inspection and other activities, make sure that the Circle Check is the very last thing you do before you drive off.
- Once the Circle of Safety check is completed, move the vehicle immediately.

## **W2R GUIDE**



As professionals in our trade, we take pride in practicing our craft to the highest standards. As employees, we have been instructed to follow and meet Company standards on each and every job. In an effort to comply with these standards, as ridiculous as they may be, CWA wants you to follow ALL of the WRITTEN standards and practices the mandated by the Company.

Keeping in mind that SAFETY is your first priority, CWA wants you to follow ALL of the Bell Safety Practices (BSP) every day on every job. We realize that this creates more work for you so we give you this mantra to help you deal with all of this - "Corporate stupidity = Technician profitability".