

DAILY VEHICLE INSPECTIONS AND PREVENTIVE MAINTENANCE

Drivers must inspect their vehicles daily and prior to the first trip of the day. Pre-trip inspections identify potential vehicle equipment failures prompting preventive maintenance.

Original vehicle inspection sheets must be forwarded to the Main Office within 20 days. The Maintenance Department may make copies for their own records as required.

VEHICLE AND TRAILER INSPECTION INSTRUCTIONS

1. Enter the date, time and location of inspection
2. Enter the odometer reading, license plate or unit number of the truck and trailer
3. Walk around the truck and trailer and visually inspect for defects or damage
4. Check appropriate box if defect found
5. Add remarks to specify damaged location or information specific to type of defect
i.e. check box next to "Brakes" add remark squealing from brakes
6. Print your name
7. Sign and enter date
8. Signature at the end of the shift

If any vehicle is found to be in an unsafe condition, the driver must immediately contact the Maintenance Department and his/her supervisor before driving the vehicle. B&B conducts routine maintenance on all company vehicles during down time. DO NOT operate an out of service vehicle until the Maintenance Dept conducts all necessary repairs and documents corrections on the maintenance file. Contact your supervisor if you have any questions.

DRIVER LOGS

The drivers of vehicles that require a CDL license to operate must record their total work and driving hours in log books and complete vehicle pre-trip inspection reports when operating B&B vehicles unless the driver operates within a 100 air-mile radius of the normal work reporting location. This includes vehicles rented or leased from other sources that are used for B&B activities.

Log books must be legible and in kept in a clean condition. Drivers may be subject to examination by police and Transportation Inspectors. Those who are unable to produce properly completed log books and trip inspection reports may be subjected to a fine and seizure of the vehicle, trailer and equipment. Police and Transportation Inspectors may search a vehicle without warrant for driver log books, trip inspection reports and vehicle documentation. Vehicles may be seized without warrant if vehicles or drivers are not compliant with federal or provincial regulations.

Each driver should keep their driving logs in the vehicle while driving and must be able to produce logs of the previous 7 days driving activity on demand by a peace officer or Transportation Inspector. Original logs should be forwarded to the Main Office within 7 days.

Drivers who do not fill out logs or fill them out in an illegible manner will receive verbal/written warnings and be required to complete a 2 hour training session on the proper way to fill out a driver's log. Drivers who misrepresent their driving time or routinely fill out driving logs in an illegible manner will be subject to disciplinary action up to and including termination.

Fines range from \$400.00 to \$10,000 and may be issued to the driver and to B&B. Drivers are responsible for disposition of fines and violations issued to them.