

# Spectrum Strategies LLC.

DOT: 4254878

## Commercial Motor Vehicle Maintenance and Inspection Program MAINTENANCE AND INSPECTION PROGRAM TRUCKS, TRUCK-TRACTOR AND TRAILERS

### Introduction:

**Spectrum Strategies LLC.** The Commercial Motor Vehicle (CMV) Maintenance and Inspection program is critical in meeting the expectations of our customers, the motoring public, the Federal Motor Carrier Safety Regulations and our bottom line profitability goals.

Management understands that investing in proper CMV preventative maintenance provides many benefits.

These include:

**Reduced Crashes** – Proper CMV maintenance will substantially reduce accidents caused by brake, tire, steering, and other mechanical component failures.

**Reduced Breakdowns** – Preventive maintenance minimizes equipment failure, increases equipment uptime and customer satisfaction as on time delivery's increase.

**Reduced Maintenance** – Properly scheduled CMV maintenance inspections provide opportunities to make minor repairs and adjustments that will help prevent premature wear and identify mechanical failures before they become catastrophic failures. This attention will reduce maintenance costs significantly to the Company.

**Improved Driver Morale** – Sample Trucking takes pride in keeping our equipment safe and in top operating condition for our people. As a result, our driver's take pride and responsibility in driving safely and handling the equipment with care and professionalism.

**CSA Scores and Public Perception** – CSA Program/SMS scores are critical in fostering a public perception that Sample Trucking offers safe and reliable transportation services. This is fostered by our requirement of keeping clean and well maintained equipment. In addition, our employees and equipment represent our company image and reflect our safety minded company culture.

To better understand CMV maintenance it is important to recognize there exists three basic types of vehicle maintenance in use today. These are:

- **Demand Maintenance**- where repairs and service are given only when a problem arises, has high costs due to premature failure.
- **Crisis Maintenance**- that is applied when a vehicle has “broken down” while in service, thus requiring management to act swiftly and represents the highest cost of maintenance as repairs are unscheduled and work is completed in outside shops at higher costs with unknown quality.
- **Preventive Maintenance**- where services and repairs are provided before operational problems interfere with our daily business responsibilities. This has the lowest costs as equipment is maintained in a reliable state with work being performed “in house”.

As a result, **Spectrum Strategies LLC**. focus on Preventive

Maintenance and supports it as a critical component necessary to our fleets operation.

### **Components of a Preventative Maintenance Program**

The preventive maintenance and inspection program will address the following areas:

- Driver Daily Vehicle Inspection Reports (DVIR);
- Greasing Interval/Visual Inspections;
- Preventative scheduled maintenance;
- Annual inspections;
- Record keeping of all inspections, repairs and maintenance performed

Any component identified as being in need of adjustment, repair and/or maintenance will be maintained and/or repaired as required. The records documenting the repairs and/or maintenance will be submitted to the maintenance manager and retained within the appropriate CMV maintenance file.

**Spectrum Strategies LLC.** will conduct regular and continuous maintenance inspections and repairs in accordance with the following schedule:

Inspection Type	Vehicle Type	Inspection Interval (State Mileage, Time or Hours)	Comments
Daily Trip Inspection:	Trucks, Tractors, Trailers	Every 24 hours	Complete written Daily Trip Inspection form as required. Record all defects and document all repairs.
Greasing Interval/Visual Inspection:	Trucks:	Every Week	Use Mobil 1 Synthetic/Visual Inspect
	Tractors:	Every Week	Use Mobil 1 Synthetic/Visual Inspect
	Trailers:	Every Week	Use Mobil 1 Synthetic/Visual Inspect
Oil Change Interval:	Trucks:	Every 18k MI ~ 2 months	Use Mobil 1 Semi Synthetic 15w/40
	Tractors:	Every 18k MI ~ 2 months	Use Mobil 1 Semi Synthetic 15w/40
	Trailers:	NA - *Except Reefers	*Use Mobil 1 Semi Synthetic 15w/40
PM Scheduled Maintenance / Inspection:	Trucks:	Every Month	See it's PM Schedule for CMV
	Tractors:	Every Month	See it's PM Schedule for CMV
	Trailers:	Every Month	See it's PM Schedule for CMV
Annual Inspection:	All Types (Truck, Tractor, Trailers)	Annually	Appendix G - Required every 12 months before expiration to be completed by a Certified or Qualified Inspector

## Driver Vehicle Inspection Report (DVIR)

As outlined in Part 396.11. **Spectrum Strategies LLC.** requires every CMV driver to fill out the DVIR, both Pre- and Post Trip inspection, on all equipment 10,001 lbs. GVW and larger, including the trailer being pulled, if applicable.

**Spectrum Strategies LLC.** has elected to continue documenting the written DVIR's daily. We recognize, going beyond, the FMCSA rescinding the written requirement when no defects are found, is necessary to the safe and reliable operation of our fleets CMVs.

As a result, this written DVIR shall include the elements below and cover at least the following parts and accessories as shown in Appendix 1, Driver Vehicle Inspection Report

- Operators will fill out the DVIR (Driver Vehicle Inspection Report) book, both Pre- and Post Trip Inspection, on all equipment 10,001 lbs. GVW and larger, including the trailer being pulled, as applicable.

At the beginning of each day (*Pre-Trip Inspection*), the driver should visually inspect the CMV and complete only the header information in the inspection book, i.e. Carrier: address, Date: 1/1/12 and the Truck and Trailer numbers 007. Unless there is a problem found nothing else needs to be done. If a problem is found immediately to report the problem to your dispatcher and the maintenance department,

At the end of each day the operator will need to perform a thorough visual inspection (Post Trip Inspection) and complete the remaining fields on the DVIR form. The original (white / top copy) copy of the inspection book will be turned in to the Maintenance Manager so the DVIR completion can be recorded.

Any DVIR that has a defect documented on it must have the white copy go to the Maintenance Department, so repairs can be performed.

Maintenance will fill out their work order, leaving the DVIR white copy with the CMV for the driver to review.

If problems are found only check those items that apply, you can make comments in the comment section, at the bottom of the DVIR form, regarding the problems found.

Only those problems associated with the safe operations of the CMV and DVIR requirements should be recorded. If needed, place original DVIR form (white / top copy) back in vehicle on the dash or seat of the vehicle so mechanic can find it, make repairs and signoff on those repairs.

- Truck Number, Odometer/mileage and Driver Name are required. The carbon (yellow) copy will remain in the book.
- If no safety items are found or recorded on the DVIR, leave all check boxes blank. Turn in the original (white / top copy) copy for record keeping to clerical along with your normal trip paperwork..

DVIR repairs will be scheduled and repairs performed immediately, unless a repair required cannot be complete in the time available. If a CMV

cannot be repaired in the time available, the CMV will be pulled from service until the resources and repairs can be completed.

When repairs cannot be performed our “in house” personnel or by an external service provider, the CMV will be parked in the “out of service” lot. Only when all repairs have been completed can the vehicle be returned to operation.

Once the repairs are completed, the Maintenance Personnel or external service mechanic will sign off on the DVIR form (white / top copy) and the copy still attached in the inspection book (yellow / carbon copy), and leave the DVIR inspection on the driver’s seat for repair verification and inspection by the next driver.

Once the repairs are complete and noted by a certified mechanic the next driver must verify the repairs are completed. As the driver is starting the Pre-trip inspection, he/she should first check and verify the repair have been completed from the previous day.

If satisfied with the repairs, the driver must sign the DVIR inspection submit the DVIR form to the Maintenance Manager for review and filing. If unsatisfied with the repairs, the driver must talk to the Maintenance Manager, Supervisor or on duty mechanic until repairs are made to everyone’s satisfaction or vehicle is safe and legally compliant to operate.

Additional Information

- Post-Trip Inspection is the VERY IMPORTANT; all problems found throughout the day that effect the DOT Vehicle inspection should be noted.
- Pre-trip should be a review of vehicle condition and to verify all the repairs turned in prior to the per-trip have been resolved.
- DVIR completion is only required if the truck or trailer is currently being utilized.
- Drivers name/signature must be legible, in case additional information is required.
- Current DVIR Inspection books should remain in the truck at all times.
- Completed DVIR books (Yellow Copy) must be kept, until completed, in the vehicle. Once the inspection book is completed and all the original (white / top copy) copies have been turned in the book can be discarded.
- Completed DVIR Forms (Original White Copy) must be kept for 3 months plus current.
- No repairs other than that defined by the DVIR book should be noted on the DVIR form, unless the repairs needed affect the safe operation of the vehicle.

**Spectrum Strategies LLC.** Maintenance Manager will inspect the DVIR forms received and maintain a copy of each truck and trailers DVIR (Original White Copy) reports for 3 months plus current.

**Maintenance and Record Keeping:**

will maintain the following records pertaining to each commercial vehicle

used in our trucking business.

1. An identification of the vehicle, see Appendix 4, CMV Maintenance File, including;
  - a. The Vehicle Identification Number
  - b. The unit number
  - c. The make of the vehicle, and
  - d. The model of the vehicle
  - e. The year of manufacture of the vehicle
  - f. The tire size the vehicle is equipped with
2. A record of the inspection of the CMV will document the repairs, lubrication and maintenance for the vehicle including;
  - a. The nature of the inspection or work performed on the vehicle, and
  - b. The date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;
  - c. Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
  - d. DVIR

**Spectrum Strategies LLC.** shall maintain these records at our home terminal. We shall ensure that the records required to be maintained under this section are true, accurate and legible.

DVIRs will be retained for the month they are created and an additional 3 months. The other records identified above will be retained for the month they are created and an additional 14 months. All records will be kept for 6 months after the vehicle is retired or disposed of. A person authorized by

**Spectrum Strategies LLC.** to conduct DVIRs shall certify on the DVIR that any major defect has been/corrected or certifies on the report that repair/correction is unnecessary. A truck driver shall not drive or be permitted to drive until all major or safety defects have been repaired.

**Greasing Interval/Visual Inspection:**

The Maintenance Department is responsible to ensure the CMV is greased and visually inspected weekly by

**Spectrum Strategies LLC.** maintenance personnel. If any defects or issues are found, complete the CMV Maintenance Work Order. Once repairs are made, turn into the Maintenance Manager for review and filing into the proper CMV's maintenance file.

**Oil Change Interval:**

The Maintenance Department is responsible to ensure the CMV receives proper oil change and fluid checks by **Spectrum Strategies**

**LLC.** maintenance personnel.

Document the work performed on the CMV Maintenance Work Order.

Once repairs are made, turn into the Maintenance Manager for review and filing into the proper CMV's maintenance file.

**PM Scheduled Maintenance / Inspection:**

The Maintenance Department is responsible to ensure the CMV is receiving its preventative maintenance (PM) per its unique preventative maintenance schedule or the manufacturer's recommendations. Vehicle Service Due Status Report.

If brake adjustment or work is necessary, **Spectrum Strategies LLC.** certified maintenance personnel authorized to perform brake adjustments and/or repairs must be used.

1. Brake Inspector Qualification Sign Off Form (required for every “in house” mechanic working on brakes)

2. Vehicle Service Due Status Report Form.

In addition, all PM work is documented using the CMV Maintenance Work Order, Once repairs are made, turn into the Maintenance Manager for review and filing into the proper CMV’s maintenance file.

#### Annual Inspection:

The Maintenance Department is responsible to ensure the CMV receives it’s Annual Inspection, by **Spectrum Strategies LLC.** certified or authorized maintenance personnel qualified to perform Annual Inspections,

1. Annual Inspector Qualification Sign Off Form

Document the Annual Inspection on the CMV Maintenance Work Order.

Once repairs are made, turn into the Maintenance Manager for review and filing into the proper CMV’s maintenance file.