course, cover all mechanical factors relating to safe operation of all motorized equipment, such as brakes, headlights, rear and stop lights, turn signals, tires, windshield wipers, muffler and exhaust system, steering mechanism, glass, horn, and rearview mirrors (The manufacturer of the equipment used by the company can help with the specifications)

If at all possible, each driver or operator should be assigned a specific vehicle in order to fix responsibility for reporting defects as well as to encourage drivers and operators to take better care of their vehicles This technique was used effectively by the Ordnance Department, U S Army, in World War II

Drivers and operators can play an important role in a preventive maintenance program if they are properly instructed and motivated Because they are most familiar with the vehicle and how it normally operates, they are usually the first to notice when minor (as well as major) mechanical defects develop

Drivers should check their vehicles before each dispatch At the end of the workday, they should submit a checklist report of repairs or adjustments needed before the vehicle is used again It is important that maintenance men follow up on these, otherwise the benefit is lost

This printed checklist (adapted from the outline that follows) should be furnished all drivers and operators for the inspection On completion, they should give the inspection form to the supervisor This form acts as a reminder as well as a checklist, and should normally cover the following items

BRAKES Brakes should apply evenly to all wheels so that a vehicle does not swerve when the brakes are applied

HEADLIGHTS should function and be properly aimed to avoid blinding other motorists and to give maximum road lighting efficiency The dimming switch and upper and lower beams should work properly

CONNECTING CABLES on a combination vehicle should have strong connections which will not be affected by the vibration of the vehicle

STOP LIGHTS, turn lights, rear lights, and side-marker lights should be checked

TIRES should be inflated to manufacturer's recommended pressure, and checked regularly for adequacy of tread and for cuts or breaks Dual tires should be well matched

WINDSHIELD WIPERS must wipe clean and *not streak*

STEERING WHEEL should be free from excessive play Front wheels should be properly aligned

GLASS should be free from cracks, discoloration, dirt, or unauthorized stickers which might obscure vision

HORN should respond to a light touch

REARVIEW MIRRORS should give the driver a clear view of the rear So outside rearview mirrors can provide maximum sight advantage, portions can be conventional and convex

STALLING PROBLEMS should be investigated and corrected immediately

INSTRUMENTS should be in good working order, they are essential to safe and economical operation

EXHAUST SYSTEM should be checked for leaks to protect against carbon monoxide gas The exhaust manifold, pipe connections, and muffler should be inspected periodically, and leaky gaskets replaced

EMERGENCY EQUIPMENT in every vehicle should include a fire extinguisher, essential tools for road repairs, spare bulbs, flares, reflectors, flags, and such other equipment deemed necessary in case of fire, accident, or road breakdown These items should be periodically checked to make sure of their *availability and usability*

Many states and cities require periodic safety tests and inspections for all vehicles The maintenance superintendent should know the applicable inspection standards The preventive maintenance policy of the company should require all vehicles to meet these requirements

Repair Shop Safe Practices

The vehicle safety supervisor also should take an active interest in the work habits of automotive repair shop employees to deter-