



EQUIPMENT INSPECTION & MAINTENANCE POLICY

If the trucks wheels are not rolling then you as the owner or operator cannot make money. When the truck is sitting in the shop getting repaired there is no revenue being generated. The surest way to keep the wheels rolling is to keep up with regularly scheduled preventive maintenance (PMs). PMs, including lube, oil change and inspections, make sure the tractor is in top running form. The PMs are the best way to cut costs, minimize breakdowns, protect our investment and help us keep our commitments. In addition, every motor carrier shall systematically inspect, repair and maintain or cause to be systematically inspected, repaired, and maintained all motor vehicles operating under its authority, regardless of whether it is owned by or leased to the carrier. The FMSCR require a carrier to have complete maintenance and inspection records on all equipment operating under its authority. In order to satisfy the regulations, Woods Trucking & Equipment requires all owners or operators to comply with the following requirements.

POLICY:

- Drivers and operators of equipment will complete inspections on a regular basis to identify potential problems before they become safety concerns or require major repairs.
- Equipment will be inspected by qualified mechanics periodically to conduct necessary repairs and replacements.
- All drivers shall be responsible for documenting and reporting discoveries.

PROCEDURE:

- Prior to starting any truck, the driver shall conduct an inspection in accordance to the Pre-Trip Inspection Report. The operator shall report any problems or potential problems to his/her supervisor, who shall determine whether it is safe to drive the vehicle and what priority level to place on repairing the problem or performing preventative maintenance.
- Equipment shall be taken to a qualified mechanic or serviced internally every 20,000 miles or every month (whichever is earlier) for a Preventive Maintenance A inspection. If any problems are reported by the mechanic, they shall be addressed immediately or at the next maintenance to prevent larger costs and unsafe vehicles on the road.
- Equipment shall be taken to a qualified mechanic every 40,000 miles or every two months (whichever is earlier) for a Preventive Maintenance B inspection. If any problems are reported by the mechanic, they shall be addressed immediately or at the next maintenance to prevent larger costs and unsafe vehicles on the road.
- Equipment shall be taken to a qualified mechanic every 100,000 miles or every six months (whichever is earlier) for a Preventive Maintenance C inspection. If any problems are reported by the mechanic, they shall be addressed immediately or at the next maintenance to prevent larger costs and unsafe vehicles on the road.
- Trucks and trailers shall receive certain inspections and maintenance procedures as recommended by the manufacturer.

- Drivers are to submit fuel receipts, repair bill invoices, and any other receipt associated with maintenance on the truck or trailer and odometer readings at the end of each month.

ANNUAL PERIODIC INSPECTION

All equipment leased to Tryon Trucking shall be subject to periodic inspections as follows:

1. All new equipment leased on must have a new periodic (annual) inspection prior to being activated in the system.
2. All current equipment must undergo a new periodic (annual) inspection every 180 days.

MONTHLY MAINTENANCE REPORTS

All equipment owners will complete a monthly maintenance report, provided by Woods Trucking & Equipment that lists all maintenance and repairs performed including copies of all receipts on each tractor and/or trailer owned by Woods Trucking & Equipment each month. The monthly maintenance reports are required to be submitted to the home office by the 15th of the following month. Extra forms will be mailed or faxed to each owner upon their request.

Any additional questions can be addressed by the owners/manager or safety personnel. The penalty for failure to turn in the maintenance report and maintenance receipts is as follows:

1. First Incident - verbal warning which will be conducted by your manager or safety personnel.

2. Second Incident within 12 months- written warning letter.

3. Third Incident within 12 months- no dispatch for selected period.

Date: _____

Signed: _____

Print name: _____