

## Procurement & Property Division Policy Memorandum

Subject: <b>Motor Vehicle Visual Safety Inspections</b>			Number: 221.1-06
Distribution: ARS: AAO-s APMO-s FD NASS	Date:  November 29, 2000	This Replaces: Section 23, Visual Safety Inspections, P&P 221.1M, dated 8/3/99	

### Background

In 1995 the Department revised its policy and eliminated the requirement for annual mechanical inspections. The original policy required agencies to have qualified licensed mechanics perform mechanical inspections according to State and local requirements. If there was no State or local requirement, agencies were to follow manufacturer-s recommended schedules. Even though mechanical inspections were eliminated, the revised policy did include a requirement for a visual safety inspection on a regular basis, at least annually. Licensed mechanics did not have to perform the visual safety inspections. Agencies could designate anyone except the assigned vehicle drivers. REE policy required agencies to perform visual safety inspections quarterly.

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### Policy Guidance

We are revising REE policy for quarterly visual safety inspection to an **annual** visual safety inspection to be consistent with Departmental policy. At a minimum, visual safety inspections will include all items contained in Enclosure (1), Safety Inspection Checklist.

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### Action Required by APO-s/APMO-s

APMO-s are responsible for ensuring that APO-s perform/schedule annual safety inspections and make any necessary repairs. APMO-s will maintain a copy of the annual safety inspection with the official vehicle records.

As a reminder, Departmental regulations also require agencies to maintain its fleet in a safe operating condition by performing routine preventive and scheduled maintenance. APMO-s and APO-s are responsible for ensuring REE vehicles receive scheduled maintenance and for reminding vehicle operators to immediately report any mechanical or safety problem. Under no circumstances will vehicle operators operate vehicles with mechanical problems or safety hazards that may cause damage to the vehicle or compromise employee safety.

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**PPD Point of  
Contact**

If you have any questions, please contact Cheryl Brumback on 202-720-2359.

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Approved:

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Richard G. Irwin  
Director  
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## VEHICLE VISUAL SAFETY INSPECTION CHECKLIST

<b>Date</b>	
<b>Tag Number</b>	
<b>Current Odometer</b>	

ITEMS	OPERATIONAL		SERVICE REQUIRED
	Yes	No	
Tires (including spare): Wear, Inflation, Cut, etc.			
Parking Brake: Engages			
Head Lights: Regular and Hi-Beams			
Brake Lights			
Turn Signals			
Hazard Lights			
Interior Lights			
Seat Belts: Front and Back			
Windshield, Windows, and Mirrors: Cracks and Adjustments			
Windshield Wipers, including Fluid			
Horn			
Additional Equipment: Vehicle Log, Accident Reporting Kit, Jack, Spare Tire, First Aid Kit, Emergency Kit/Flares			
Comments:			

