

Systematic Inspection, Repair, and Maintenance Program

A written policy that satisfies 49 CFR 396.3. Fill in the blanks, sign, and keep with your vehicle maintenance files. Auditors ask whether you have a program; this is the program.

Company name

USDOT number

Effective date

1. Responsibility

(name / title) is responsible for this program: scheduling maintenance, keeping the records below, and deciding whether a reported defect must be repaired before a vehicle is dispatched.

2. Vehicle identification (396.3(b)(1))

Every truck, tractor, and trailer is listed with company unit number, make, serial/VIN, year, and tire size, and, for leased units, the name of the owner.

3. Maintenance schedule (396.3(b)(2))

Service	Interval	Applies to
Preventive maintenance "A" (oil, filters, grease, brake adjustment, lights, tires, leaks)	Every _____ days or _____ miles	Power units
Preventive maintenance "B" (A plus drivetrain, cooling, air system, steering, suspension)	Every _____ days or _____ miles	Power units
Trailer inspection (brakes, lights, tires, landing gear, king pin, doors, suspension)	Every _____ days	Trailers
Annual inspection meeting Appendix A to Part 396 (396.17), by a qualified inspector (396.19)	Every 12 months	All units
Brake inspector qualification on file (396.25)	Ongoing	Whoever inspects or repairs brakes

4. Driver inspections

Drivers inspect the vehicle before driving and are satisfied it is in safe operating condition (396.13). At the end of the day a driver who finds a defect completes a Driver Vehicle Inspection Report (396.11). No vehicle with a reported defect that affects safety is dispatched until the defect is repaired, or a mechanic or company official certifies that repair is not needed, and the driver reviews that certification before the next trip.

5. Roadside inspections (396.9)

Any vehicle placed out of service is not operated until the defects are repaired. The driver delivers every roadside inspection report to the company within 24 hours. The company certifies the repairs on the report

Template from thedotbinder.com. Not legal advice; confirm requirements at fmcsa.dot.gov.

and returns it to the issuing agency within 15 days. The report is kept 12 months.

6. Records (396.3(c))

For each vehicle we keep: the identification record; a record of every inspection, repair, and maintenance with the date and nature of the work; and the annual inspection report (kept 14 months). Maintenance records are kept for 1 year while the vehicle is in service and for 6 months after it leaves our control. DVIRs and certifications are kept 3 months.

7. Records are kept

☐ On paper at: _____ ☐ Electronically in:

Signature of company official

Name and title (print)

Date