

# Vehicle Maintenance

Cannon Truck Lines Inc

Our vehicles are crucial to our business operations. To ensure the safety of our drivers, cargo, and other road users, it is essential to have a well-thought-out vehicle maintenance plan in place. This plan outlines the regular inspections, servicing, and repairs that need to be conducted on our fleet of trucks.

**Here is an overview of our vehicle maintenance plan:**

## **1. Regular Inspections:**

- **Daily Pre-Trip Inspections:** Before each trip, our drivers are required to conduct a pre-trip inspection of their trucks. This includes checking the tires, brakes, lights, and other essential parts of the vehicle.
- **Weekly/Monthly Inspections:** Our maintenance team conducts more in-depth inspections on a weekly and monthly basis to identify any potential issues and address them promptly.

## **2. Preventative Maintenance:**

- **Oil Changes:** Regular oil changes are essential to keep our trucks running smoothly and prevent engine damage.
- **Filter Replacements:** Air filters, fuel filters, and oil filters are regularly replaced to ensure optimal engine performance.
- **Fluid Checks:** Our maintenance team regularly checks and tops up fluids such as coolant, transmission fluid, and brake fluid.

## **3. Tire Maintenance:**

- **Tire Pressure Checks:** Proper tire pressure is critical for fuel efficiency and safety, so our drivers are required to check tire pressure regularly.

## **4. Brake Inspections:**

- **Brake Pad Replacements:** Our maintenance team regularly inspects brake pads and replaces them as needed to ensure our trucks can stop safely.
- **Brake Fluid Checks:** Brake fluid levels are checked regularly to ensure the

braking system is functioning correctly.

## **5. Record Keeping:**

**Maintenance Logs:** We keep detailed records of all maintenance activities, including inspections, repairs, and replacements to track the health of our fleet.

By following this maintenance plan, we aim to reduce the risk of breakdowns, extend the lifespan of our vehicles, and ensure the safety of our drivers and cargo. Regular maintenance not only saves us money in the long run but also helps us maintain a reliable and efficient fleet of trucks.