



Section 5

# Vehicle Pre-trip Inspection

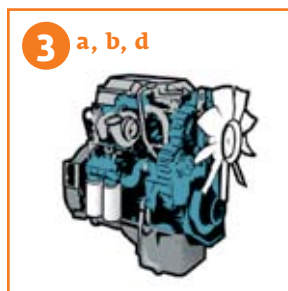
# Pre-trip Circle Check Illustration

When preparing for the pre-trip circle check practical examination you must study the indepth information in the following pages.

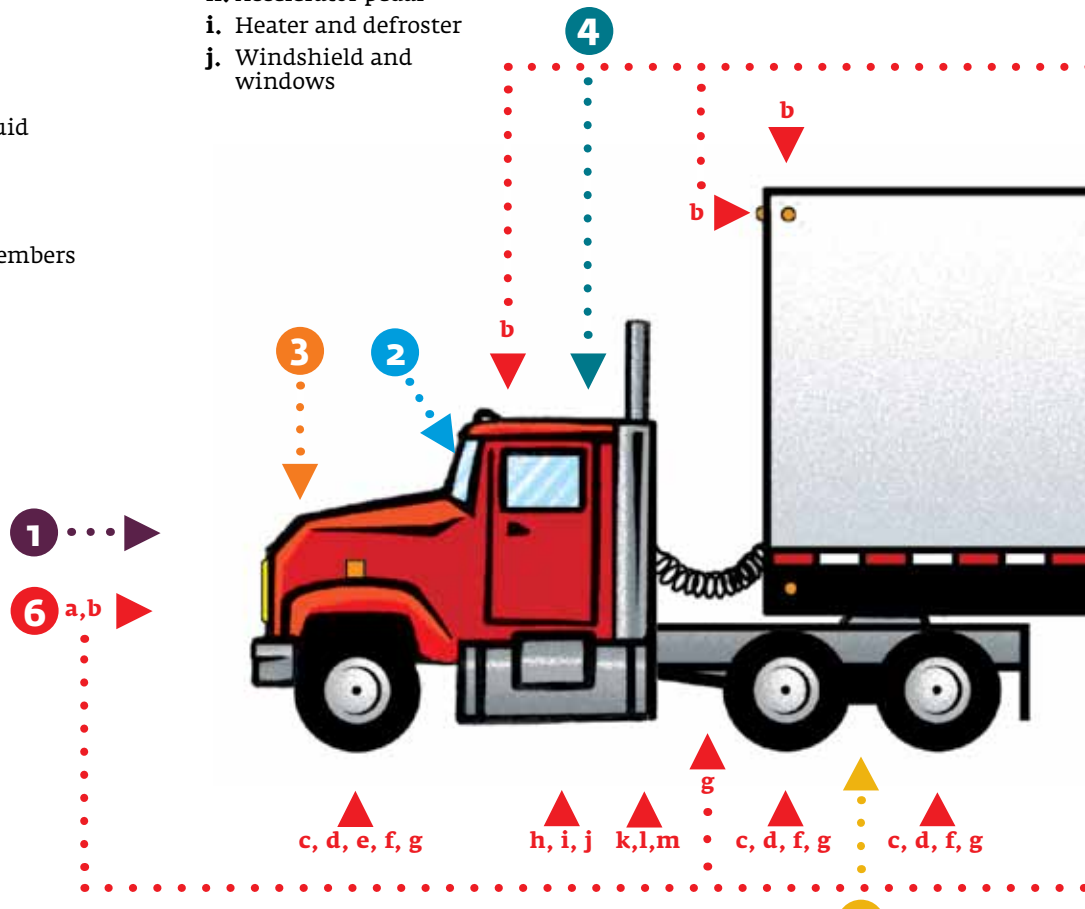
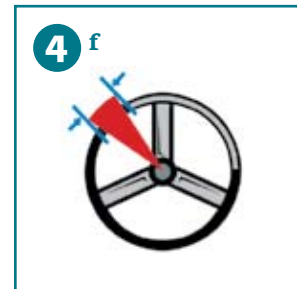
- 1 Approaching the vehicle**
- a. Vehicle body for damage
  - b. Under vehicle for fluid leaks
  - c. Wheels blocked

- 2 Parking brake set**

- 3 Under the hood**
- a. Fluid levels
    - Power steering fluid
    - Oil
    - Coolant
    - Windshield washer fluid
  - b. Drive belts
  - c. Radiator
  - d. Hoses and components
  - e. Frame rails and cross members



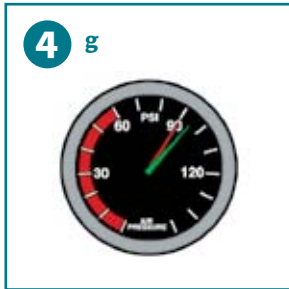
- 4 Driving compartment**
- a. Seat and seat belts
  - b. Mirrors
  - c. Windshield wiper and washer
  - d. Horn
  - e. Lights
  - f. Steering wheel free play
  - g. Gauges and warning lights
  - h. Accelerator pedal
  - i. Heater and defroster
  - j. Windshield and windows



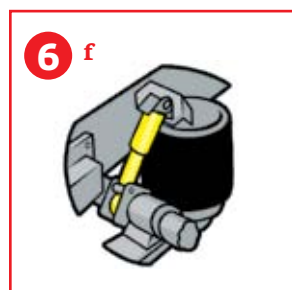
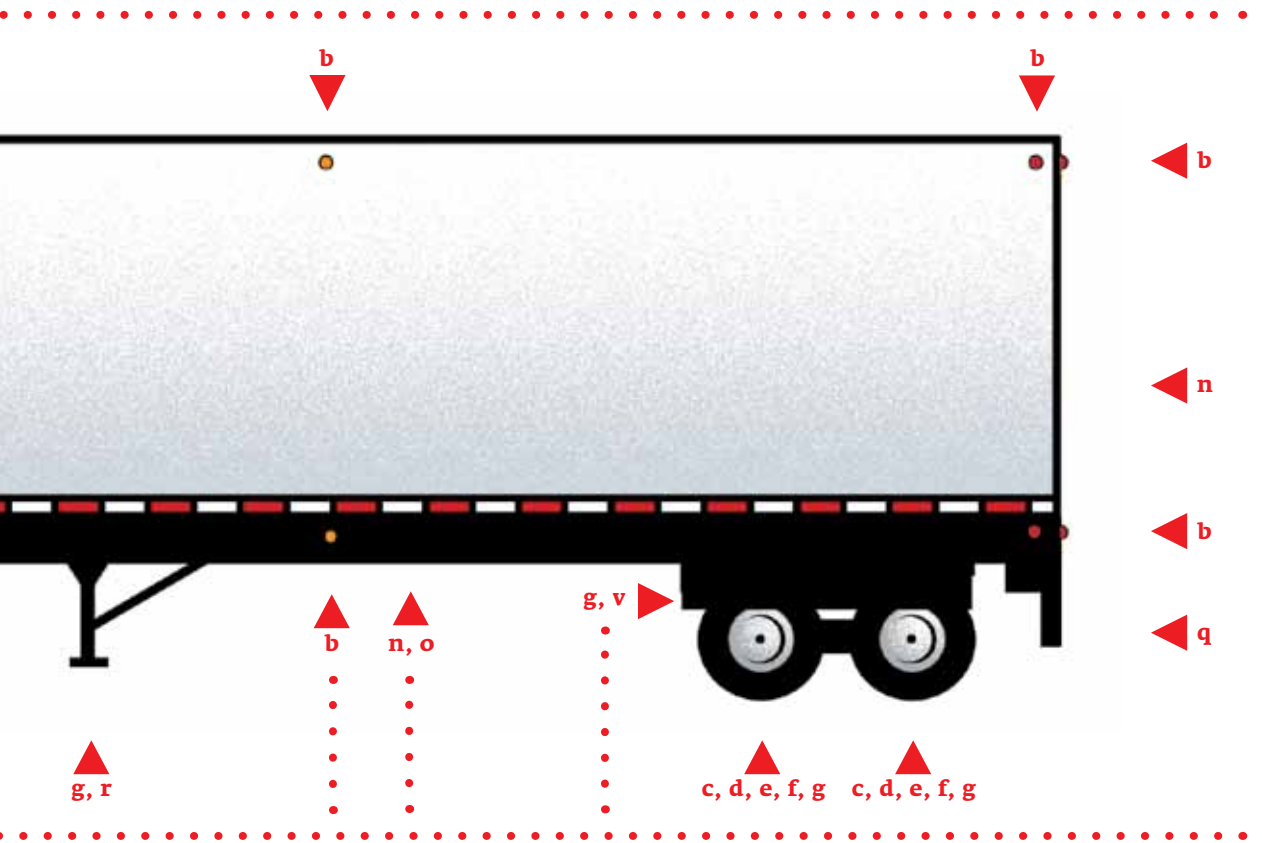
- 6 Walk-around**
- a. Grill and front bumper, licence plate
  - b. Headlights (high and low beam), clearance lights, identification lights, taillights, stop lights, side marker lights, licence plate light, reflectors, hazard lights and turn signals

- c. Tires
- d. Rims, spacers and fasteners
- e. Hub oil
- f. Suspension
  - springs
  - mounting hardware
  - suspension components
  - air suspension system (air leaks)
- g. Frame rails and cross members
- h. Doors, windows, grab handles and mirrors

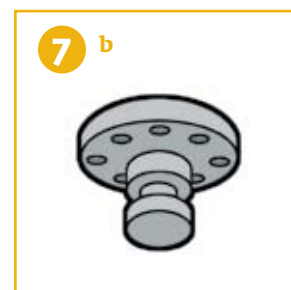
- i. Safety inspection sticker
- j. Fuel tanks, brackets, steps and caps
- k. Batteries
- l. Exhaust system
- m. Cab securement
- n. Load securement
- o. Side of vehicle for damage
- p. Rear tailgate/doors
- q. Underride protection
- r. Landing supports
- s. Sliding bogie locking bars



- 5 Emergency equipment**
- a. Flags, flares or reflectors
  - b. Fire extinguisher
  - c. First aid kit



- 7 Trailer hitch**
- a. Fifth wheel
  - b. Plate and kingpin



## Vehicle Condition

Every driver of a commercial motor vehicle and some private use vehicles must carry out and log an inspection as outlined in *The Highway Traffic Act* and its *Regulations*.

A commercial motor vehicle is:

- a. a motor vehicle with a GVWR of 4,500 kg or more that is a public service vehicle or commercial truck;
- b. a bus with a seating capacity of 11 or more, including the driver, that is used for transportation of persons or property on a highway for gain or compensation; or
- c. a school bus.

The inspection will take place before the vehicle's first trip of the day, and if a trip lasts more than one day, before the trip begins on the first day, and no later than the first rest stop on the second and every subsequent day.

Regardless of the maintenance policies of companies or vehicle owners, all drivers must be capable of determining if their vehicle is in safe operating condition as outlined in *The Highway Traffic Act* and its *Regulations*.

A person who carries out a vehicle pre-trip inspection must make a trip inspection report in legible writing that contains the following:

1. The licence plate number or unit number of the vehicle and any trailer towed by it.
2. The date of inspection.
3. A list of any safety defects.
4. If no items are defective or required to be reported on the vehicle or any trailer towed by it, a statement to that effect.
5. The name and signature of the person who carried out the inspection.

If a driver believes or suspects that there is a safety defect they must report that belief or suspicion to the carrier.

If the defect poses an unreasonable risk it must be reported immediately. Any other case must be reported in a timely manner.

Every commercial vehicle driver must have a current trip inspection report in their possession for the vehicle and any trailer attached.

Checking a vehicle before starting out, as required by law, will often prevent costly delays as well as reduce the chances of an accident resulting from a mechanical failure.

Carrying out an efficient pre-trip inspection in a minimum of time can be done by drivers who follows a systematic inspection.

For information on commercial motor vehicle and trailer trip inspections contact Transportation Regulation.

## Pre-Trip Circle Check Examination

For Class 1, 2, 3 including pick-up trucks with a trailer over 4540 kg's and Class 4 (buses) the applicant will be required to complete a pre-trip circle check on the vehicle they supply as part of the road test. During the pre-trip, the applicant must be able to locate, identify and check the items or components as set out in this manual. Inadequately completing the pre-trip and/or air brake inspection will result in the discontinuance and failure of the road test.

An applicant is expected to complete the pre-trip circle check in a systematic manner to conserve time.

The pre-trip inspection should take no more than 20 minutes to complete.

Details of a pre-trip circle check will vary depending on the vehicle being inspected, however, the principle of making the pre-trip circle check should always be followed.

If a vehicle is equipped with hydraulic brakes, an hydraulic brake system inspection as outlined in area H at the end of this section, must be completed in conjunction with the pre-trip inspection.

If a vehicle is equipped with air brakes, an air brake inspection will be conducted in conjunction with the pre-trip inspection. All applicants operating air brake equipped vehicles will be required to complete the air brake system pre-trip inspection as outlined in the *Air Brake Manual*.

Note: When upgrading your driver's licence from single to combination vehicles with air brakes, you will be required to demonstrate the complete air brake steps for combination vehicles.

Inadequately completing the pre-trip and/or air brake inspection will result in the discontinuance and failure of the road test.

## All Vehicles Class 1, 2, 3, and Class 4 Buses

Inspect	Inspection Method	Report if
<b>1. Approach vehicle and check:</b>		
1.1 Vehicle body for damage	Visual	Damaged.
1.2 Under vehicle for fluid leaks	Visual	Excessive fluid leaks.
<b>2. Enter driving compartment and check:</b>		
2.1 Park brake is applied	Visual	Apply if not on.
<b>3. Engine compartment, check:</b>		
3.1 Fluid levels to ensure adequate: power steering fluid, oil, coolant (do not remove radiator cap if hot), transmission fluid, windshield washer fluid, brake fluid if hydraulic brake system.	Visual and Manual	If levels are low fill adequately.
3.2 Drive belts for tension, cracking and wear.	Visual and Manual	Belt deteriorated or loose.
3.3 Radiator for leaks and security.	Visual and Manual	Leaks or loose.
3.4 Hoses and components for wear and leaks.	Visual and Manual	Leaks or deteriorated.
3.5 Frame rails and cross members for cracks and bending.	Visual	Insecure, cracked or broken.
<b>4. Driving compartment, check:</b>		
4.1 Seat and seat belt is adjusted and in good shape.	Visually check that the seat is anchored. Manually operate the seat and ensure adjustment is correct. Visually and manually check seat belt webbing and retractor assembly.	Seat is damaged or distorted. Seat fails to maintain selected adjustment. Any damage that may reduce the effectiveness of the seat belt.

## Inspect

- 4.2 Turn key on: system check, start engine, observe gauges and warning lights are functioning properly.
- 4.3 Accelerator pedal for binding or sticking.
- 4.4 Steering free play is not excessive.

## Inspection Method

Visual

Perform test with engine idling: depress accelerator pedal and release.

Visually and manually inspect with the engine running on vehicles equipped with power steering. With the front wheels in a straight ahead position, turn the steering wheel until turning motion can be observed at the front wheels, turn the steering wheel in the opposite direction until motion can be observed at the front wheels; estimate the amount of steering lash. (Total movement observed at steering wheel rim before movement at front wheel.)

## Report if

Warning lights or gauges not operating.

Pedal binding; or engine will not return to idle.

### Total movement greater than shown in the following table.

Truck	
Steering wheel Diameter	Steering lash power/manual
Less than 406 mm (16")	50 mm/75 mm (2.0")/(3.0")
406 mm to 500 mm (16")/(20")	75 mm/87 mm (3.0")/(3.5")
larger than 500 mm (20")	87 mm/100 mm (3.5")/(4.0")
Bus	
less than 300 mm	45 mm
350 mm to 400 mm	50 mm
400 mm to 450 mm	55 mm
450 mm to 500 mm	60 mm
larger than 500 mm	87 mm

Inspect	Inspection Method	Report if
4.5 Horn is working and audible.	Activate system	Horn fails to sound or is below a reasonable audible level.
4.6 Windshield wipers and washer operation.	Visual and Manual	Windshield wipers fail to wipe approximately 75% of the windshield or contact the windshield properly or return to the “park” position. Windshield washer fails to apply solution to intended area of the windshield.
4.7 Heater/defroster operation.	Activate system	Defroster motor fails to operate in all selected positions. Airflow over intended area is not present.
4.8 Instrument lights are operational. Turn signal indicators operational. High beam indicator operational.	Visual and Manual	Not operating.
4.9 Condition and cleanliness of windows and windshield.	Visual	Star or chip 12.7 mm (1/2") or greater in diameter; or any intersecting cracks in glass area, swept by windshield wiper; or driver vision is obscured or limited.
4.10 Adjustment and cleanliness of exterior and interior mirrors.	Visual	Insecure or obstructed or fails to provide a clear view of highway to the rear. Any mirror that fails to maintain set adjustment. Clouded as to obscure vision.
<b>5. Emergency equipment check:</b>		
5.1 Flags, flares or reflectors are present (if applicable).	Visual	Advanced warning device(s) missing or broken.
5.2 Fire extinguisher is charged and stowed correctly (if applicable).	Visual	Fire extinguisher missing or discharged (applicable vehicles.)
5.3 First aid kit is present (if applicable).	Visual	First aid kit is missing or seal broken (applicable vehicles.)
<b>6. Outside checks:</b>		
6.1 Grill and front bumper are secure, licence plate(s) valid and clean.	Visual and Manual	Loose or broken, plates not valid.

## Inspect

6.2 Headlights (high and low beam), clearance lights, identification lights, taillights, stop lights, side marker lights, licence plate light, reflectors, reflective marking, hazard lights and turn signals are operational and clean.

6.3 Front tires for cuts, bulges, air pressure, and tread depth (not less than 3.2mm on front steering tires). Rear tires for cuts, bulges, air pressure, tread depth (not less than 1.6mm on rear tires), and no debris between dual tires.

6.4 Mudflaps for security and condition.

6.5 Rims for cracks and slippage, spacers for cracks or not seated properly, fasteners for tightness, and hub oil level is adequate (if applicable).

6.6 Suspension for cracked or broken parts, deflated or leaking airbags.

6.7 Frame rails and cross members for cracks or bending.

6.8 Door(s), window(s), grab handles and mirror(s) for security and provide a clear view.

6.9 Safety inspection decal is valid, clean and visible (if applicable).

## Inspection Method

Visually and manually inspect the operation of all the lights, except the hazard lights, with the vehicle engine running and the headlights, brake lights and all auxiliary lights illuminated; inspect hazard lights with the ignition, headlights, brake lights and auxiliary lights in the off position, reflective marking present on side and rear of vehicle/trailer.

Visual and Manual

Visual

Visual and Manual

Visually inspect for noticeable sag or lean.

Visual

Visual

Visual

## Report if

Any light is missing or broken or fails to illuminate when its control device is actuated; or any lens or reflector is broken, cracked or missing, reflective markings missing.

Any cords exposed due to wear or damage; or evidence of tread separation or low air pressure. Insufficient tire tread depth. Any abnormal bump or bulge.

Torn, insecurely mounted, missing or not the full width of the tire track. The lower end of the mudflap is more than than 350 mm (14") from the ground.

Rim bent, loose or cracked, or mounting holes elongated. Spacers cracked or not seated properly, fasteners loose, missing, cross threaded or not flush with the stud. Wheel or lock rim assembly show signs of cracking or severe damage. Hub oil low.

Broken springs or mounting hardware or deflated or leaking airbag.

Insecure cracked or broken.

Insecure or obstructed; or fail to provide a clear view.

No decal present or expired decal.

Inspect	Inspection Method	Report if
6.10 Fuel tank brackets or straps, steps and cap(s) for security, and fuel lines for leaks.	Visual	Cap missing, tank or lines leaking or insecure.
6.11 Batteries for security and loose electrical connections.	Visual and Manual	Loose.
6.12 Exhaust system and muffler for leaks and security.	Visually inspect with engine running.	Any leaks.
6.13 Cab securement and suspension: cab securely mounted, cab mounted air bags and lines for leaks, shocks secure and not leaking.	Visually and manual inspect (air pressure at normal operating pressure).	Cab not secure, air leak, air bag not inflated or bruised, cab tilts to one side, shock missing, broken leaking or mounts loose.
6.14 Load securement, side and bottom doors, attachment points and securement equipment (chains, wire rope, webbing hooks, binders, etc.)	Visual and Manual	Attachment points are cracked, elongated or broken. Securement equipment is stretched, cracked, broken or inadequate strength or insufficient tie-down assemblies.
6.15 Sides of vehicle for damage or load for shifting (if applicable).	Visual	Any exterior body panel that is damaged or deteriorated so that it constitutes a hazard. Any compartment door that is loose or has missing or detached holding fixtures. Load must be properly secured before moving.
6.16 Rear tailgate/door(s) securely closed.	Visual	If cannot securely close.
6.17 Underride protection or rear bumper is secure (if applicable).	Visual	Insecure, broken or protruding and is hazardous.

Footnote: For vehicles with hydraulic brakes see section H. Buses see section 8.

**7. Additional checks for Combination Vehicle:**

7.1 Fifth wheel: The trailer is sitting properly on the fifth wheel, the locking handle is locked and the fifth wheel jaws are locked around the kingpin of the trailer. Fifth wheel slide locks are fully locked and not damaged. Connections other than fifth wheel: coupling devices are locked and securely mounted, all safety chains are attached securely.	Visual	Cracked or insecurely mounted; any weld that is broken or latch lock that is inoperative, or eye or lunette worn more than 9.5 mm (3/8").
7.2 Electrical cord is properly connected, in good condition and stowed properly.	Visual	Insecure, broken or protruding and is hazardous.
7.3 Trailer safety inspection decal is valid, clean and visible, (if applicable).	Visual	No decal present or expired decal.

Inspect	Inspection Method	Report if
7.4 Landing supports are in the up position and the crank handle is stowed properly. Check for any damage to the loading supports and structure.	Visual	Place in the up position and stow handle correctly. Any damage.
7.5 Sliding bogie locking bars or pins are secure and not damaged.	Visual	Locking bars or pins are not secure or damaged.
7.6 Spare tire for security and condition (if applicable).	Visual	Not secure or condition (see 6.3).
7.7 Trailer licence plate for validity.	Visual	Licence not valid.
<b>8. Additional checks for Buses:</b>		
8.1 All interior lights are operational.	Visual	Not working.
8.2 Aisle and stairwell lights are operational.	Visual	Not working.
8.3 Passenger seats and handrails for security.	Walk the full length of the interior of the bus, observe seat assemblies and attaching fixtures as well as stanchion bars.	Any seat or attaching fixture that has a defect that may constitute a hazard to any person. Any stanchion bar that is not attached in its intended receptacle and presents a hazard to any person.
8.4 Emergency exits and warning buzzer are operational from inside and outside (if applicable).	Visual and Manual	Visibly damaged or not working.
8.5 Service door control is functional.	Activate entrance and exit door control mechanism.	Any door that fails to function as intended. Brake or brake/accelerator interlock system fails to function as intended. Interlock system fails to release when doors are closed and locked.
8.6 Additional auxiliary heaters or air conditioners are operational.	Manual	Does not blow air in desired location.

## Inspect

8.7 Interior condition of bus, floor, dash, steps, windows and operator's compartment.

## Inspection Method

Visual

## Report if

Interior body panels are damaged and present a hazard to any person. Floor is damaged or worn and presents a hazard to any person. Dash area has defects that present a hazard to any person. Steps are not clean and in good condition to prevent tripping or slipping. Windows are not free from cracks or damage that may present a hazard to any person. Window latches and emergency release hardware are not present or in good condition. Operator's compartment has defects that may cause a hazard to the operator.

8.8 Wheelchair lift and kneeling feature or wheelchair ramp are operational, (if applicable).

With engine running, cycle wheelchair lift, lower and raise kneeling bus or deploy ramp.

Audible alarm fails to function. Lift safety devices fail to function as intended. Lift does not complete cycle. Interlock system fails to activate and release as intended. Bus does not return to level position after kneeling.

8.9 Wheelchair restraints are operational and secure, (if applicable).

Visual and Manual

Restraint missing or inoperative.

### Hydraulic brake system inspection

Complete the brake check for vehicles with hydraulic brake system, as follows:

H.1 Electric motor (brake assist) (if applicable)

With the vehicle engine stopped, apply moderate pressure to the service brake pedal, electric motor operating should be audible.

Electric motor fails to operate.

H.2 Vacuum boost operation (if applicable)

With the engine stopped, depress the service brake pedal several times to eliminate vacuum, then with light foot pressure on the pedal (12 kg or 25 lbs) start the engine.

Brake pedal fails to move.

## Inspect

H.3 Brake warning indicator  
(with parking brake released)

## Inspection Method

Visually inspect and apply service brake pedal.

## Report if

Brake warning indicator lamp operates continuously or when brake is applied.

H.4 Brake pedal reserve

Test with the engine running if the vehicle is equipped with power brakes; apply and maintain a moderate foot force to the service brake pedal for one minute.

Pedal moves towards the floor more than 65%.

H.5 Park brake

Apply parking brake and, with engine running at an idle and the transmission engaged, attempt to move the vehicle.

Park brake fails to hold vehicle.

H.6 Brake performance

Move the vehicle forward and apply the service brakes. Also move vehicle ahead and apply electric trailer brakes (if applicable).

Brake pull exists or brake performance appears to be less than adequate.

# Pre-trip Circle Check Tear Out Sheet

You may use this checklist for your test. Do not add to, or write on this form. If altered it cannot be used on the test. The Professional Driver's Manual has specific inspection information that must be studied prior to the test.

## Key points:

- You need to locate the items to be checked and tell the examiner how and what you check on that part. Never assume the examiner has enough information and delete items. When the examiner is satisfied in your knowledge of the area you may be asked to move along.
- The pre-trip inspection should be done in a systematic manner to conserve time. This pre-trip should take no more than 20 minutes to complete.
- If using a trailer with electric brakes, the system must be inspected to ensure it is operating properly.

## NOTES:

- **If a vehicle is equipped with air brakes, an air brake inspection will be conducted in conjunction with the pre-trip inspection. All applicants operating air brake equipped vehicles will be required to complete the air brake system pre-trip inspection as outlined in the *Air Brake Manual*.**
- **When upgrading your driver's licence from single to combination vehicles with air brakes, you will be required to demonstrate the complete air brake steps for combination vehicles.**

**Inadequately completing the pre-trip and/or air brake inspection will result in the discontinuance and failure of the road test.**



## All Vehicles

- Approach vehicle
- Vehicle secure

### ENGINE COMPARTMENT

- Fluids
- Drive belts, hoses
- Batteries
- Frame rails and cross members

### DRIVING COMPARTMENT (IN-CAB)

- Controls

### EMERGENCY EQUIPMENT (if applicable)

### OUTSIDE CHECKS

- Bumpers
- Lighting equipment
- Tailgate, doors, mirrors, load
- Safety sticker
- Licence plates
- Fuel tank
- Exhaust system
- Tires
- Rims
- Suspension
- Splash guards
- Hub oil (if applicable)

### HYDRAULIC BRAKE INSPECTION (non air brake vehicles only at this point)

## Additional Checks for Combination Vehicles

- Fifth wheel/coupling device
- Air lines, glad hands and electrical cord
- Landing supports and crank handle
- Sliding bogie locking bars/pin (if applicable)

## Additional Checks for Buses

- Interior lights
- Seats and handrails, wheel chair restraints (if applicable)
- Emergency exits (if applicable)
- Service door(s)
- Auxiliary heaters (if applicable)
- Wheelchair lift or kneeling feature (if applicable)



## In-Service Inspections

In addition to the pre-trip inspection, trucks and trailers should be inspected at regular intervals throughout the trip. The driver should stop the vehicle clear of the travelled portion of the highway and check:

- wheel lugs and nuts;
- tires for condition, pressure and overheating;
- hubs and drums for heat;
- brakes for operation (See *Air Brake Manual*);
- coupling devices;
- load security;
- drive lines and oil leaks;
- lights and windshield visibility;
- record an in-service inspection in the log book.

## Post-Trip Inspection

At the end of the final trip of the day you must conduct a post-trip inspection on your vehicle. This inspection is similar to a pre-trip inspection. During this inspection you must check for any damage or defects that may have developed on your vehicle during the trip. You must also complete a post-trip inspection report. This report must note any defects found during the post-trip inspection. The post-trip inspection can be added to the report you completed during the pre-trip inspection at the start of that day.

If the vehicle is equipped with air brakes, see the *Air Brake Manual* for additional items to be inspected during the post-trip inspection.

## Pre-Hill Inspection

Anytime a sign is posted that requires truck drivers to stop in the pull-out area and inspect their brakes before proceeding down the steep hill ahead, drivers must comply.

Before proceeding down the grade, truck drivers equipped with air operated braking systems must check:

- compressor is maintaining full reservoir pressure;
- slack adjusters for push rod travel and take up slack if required, and you are authorized in slack adjustment;
- check for air leaks;
- security of glad hands and lines;
- drums for overheating;
- emergency valve operation.

Truck drivers equipped with hydraulic brake systems will check:

- pedal reserve;
- vacuum booster operating;
- drums for over-heating;
- visual inspection for hydraulic fluid leaks.

You must stop and check your brakes when this sign is posted.



