

County of Elgin

Section: **8**

Human Resources Policy Manual

Subject: **Pre-Use Inspection  
of Motor Vehicles**

Code - **A**

Date Approved: **Dec. 12/91**

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Date Last Revision:

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**PURPOSE OF:** To ensure that Vehicles are maintained in a Safe Operating Condition

- ◆ Vehicles will be inspected daily before use, by the operator.
- ◆ Inspections will follow the guidelines in the vehicle inspection check.
- ◆ It will be indicated on the checklist whether or not the particular function is satisfactory or not and initialled.
- ◆ Mechanical defects will be reported to the appropriate Supervisor.
- ◆ Mechanical defects will be corrected as per Departmental procedures and will be removed from service at the Supervisor's discretion.