



## CDE Annual Inspection/Preventive Maintenance Checklist

**ALL ITEMS ON THIS CHECKLIST ARE MANDATORY. USE OF THIS SPECIFIC CHECKLIST IS NOT MANDATORY.**

Inspection Site: \_\_\_\_\_

Model Year: \_\_\_\_\_ Body: \_\_\_\_\_ Chassis: \_\_\_\_\_ License Plate: \_\_\_\_\_

Inspector Number(s): \_\_\_\_\_ Inspector signature(s): \_\_\_\_\_

Previous Inspection Odometer: \_\_\_\_\_ Date: \_\_\_\_\_ Current Inspection Odometer: \_\_\_\_\_

Date Inspection Started: \_\_\_\_\_ Date Inspection Completed: \_\_\_\_\_ Unit # \_\_\_\_\_

Annual: \_\_\_\_\_ PM: \_\_\_\_\_ \* not required for PM *Inspector initials required only for multiple inspectors*

| Codes Required | A. Road Test Inspection   | Inspect. Initials |
|----------------|---|-------------------|
|                | 1. Check driver seat and seat belt for proper operation and condition   |                   |
|                | 2. Check for steering play and binding. Steering column components  |                   |
|                | 3. Check operation of instruments/gauges, indicator lights, warning systems, horns  |                   |
|                | 4. Check windshield, mirrors, driver visor and hardware   |                   |
|                | 5. Check windshield wiper/washer for proper operation   |                   |
|                | 6. Check air system build time (depleted to fully charged) Maximum of 4 minutes   |                   |
|                | 7. Check retarder indicator lights, proper function   |                   |
|                | 8. Air: Check governor cut in _____ PSI cut out _____ PSI   |                   |
|                | 9. Air: Check with fully charged system(full brake application) Observe gauge loss _____ PSI  |                   |
|                | 10. Check service brake: pedal free travel, adequate pedal height and reserve, ABS booster operation (hydraulic) and brake action/operation (not erratic, etc.)( hydraulic and air) |                   |
|                | 11. Perform brake valve check to include parking brake operation Low pressure warning light and buzzer actuate at _____ PSI Park brake sets at _____ PSI                            |                   |
|                | 12. Check information on registration form: Vin #, License Plate # for consistency  |                   |
|                | 13. Pre-inspection Road Test  |                   |
| Codes          | B. Under Hood Inspection  | Initials          |
|                | 1. Cable operation: e-brake, choke, throttle, kill cable, accelerator linkage and return spring   |                   |
|                | 2. Inspect all brake, fuel, cooling and lubricant lines, fitting, electrical wiring for proper routing, clamping, signs of chafing, kinking, deterioration or leaks                 |                   |
|                | 3. Inspect exhaust system components, leakage, mounting, shields  |                   |
|                | 4. Inspect compressor, inspect/replace air filter and/or air compressor filter element as needed  |                   |
|                | 5. Check windshield washer fluid reservoir for leaks, mounting  |                   |
|                | 6. Inspect radiator mounting, core, cap, water pump, fan, clamps, hoses and shutters test and record coolant freeze point _____ (-30F minimum)                                      |                   |
|                | 7. Inspect alternator, tensioner, all drive belts and pulleys for condition and adjust as required  |                   |
|                | 8. Check fluid levels, Condition, and inspect for leaks   |                   |
|                | 9. Inspect steering column, shaft, clamp bolts, and universal joints  |                   |
|                | 10. Inspect power steering system and components, proper mounting, condition  |                   |
|                | 11. Check brake master cylinder, fluid for condition, clarity, and proper level (hydraulic)   |                   |
| Codes          | C. Interior Inspection  | Initials          |
|                | 1. Check all heaters, defrosters, interior lighting, and electrical accessories for operation   |                   |
|                | 2. Check all glass (windshield, windows and dash) inspect window guides and latches   |                   |
|                | 3. Emergency exits: operation, warning devices (buzzer), interlock, operation decals  |                   |
|                | 4. Emergency equipment: fire extinguisher, first aid kit, belt cutter, body fluid cleanup kit   |                   |
|                | 5. Check triangle reflectors, box mounting and seal   |                   |

**Codes: 1 = Inspected 2 = Adjusted 3 = Repaired 4 = Replaced 5 = Rebuilt 6=Lubricated 7= N/A**

|              |   |                 |
|--------------|---|-----------------|
|              | 6. Check video system, PA system, 2-way radio for operation, child reminder   |                 |
|              | 7. Inspect seats, cushions, barriers, step well, hand rails, flip seats   |                 |
|              | 8. Check for and inspect special needs equipment, securements, and accessories  |                 |
|              | 9. Inspect floor covering and trim, bulk head, service door   |                 |
|              | 10. Inspect interior for sharp projections, and securement of accessories   |                 |
| <b>Codes</b> | <b>D. Under Vehicle Inspection</b>  | <b>Initials</b> |
|              | 1. Inspect steering system: shaft, lock bolts, nuts, stops-looseness, damage, play, binding, clamping, signs of chafing kinking, deterioration or leaks   |                 |
|              | 2. Inspect front and rear suspension, springs, cross members, shackles, shocks, and frame brackets for looseness and damage   |                 |
|              | 3. Inspect air ride suspension system and components if applicable  |                 |
|              | 4. Inspect axle pinion and transmission flange for looseness, inspect propeller shaft for damage  |                 |
|              | 5. Inspect u-joints, carrier bearings and guards for excessive wear or damage and visually inspect differential for leakage, mounting, fluid level and pinion cage bolts  |                 |
|              | 6. Check air tanks/reservoirs, drier for mounting, moisture release valve and heater operation  |                 |
|              | 7. Inspect transmission: linkage, excessive leakage, change fluid and filters as needed   |                 |
|              | 8. Inspect fuel system, fuel tank, mounting, cage, components, lines, leaks   |                 |
|              | 9. Inspect body to frame clamps, insulators and cowl hold-down bolts for looseness  |                 |
|              | 10. Inspect engine and transmission mounts for looseness or deterioration   |                 |
|              | 11. Inspect all brake, fuel, cooling and lubricant lines, fitting, electrical wiring for proper routing, clamping, signs of chafing, kinking, deterioration or leaks  |                 |
|              | 12. Optional equipment: auto-chains, sanders, coolant heaters, radio (adjustment, leaks and operation)  |                 |
|              | 13. Inspect exhaust system for leakage or looseness and proper supports, shields if required  |                 |
|              | 14. Clutch condition and components   |                 |
|              | 15. Driveline retarder components, mounting, wiring   |                 |
|              | 16. Inspect air brake chambers, mounting, caging bolt dust cover/cap  |                 |
| <b>Codes</b> | <b>E. Around Vehicle Inspection</b>   | <b>Initials</b> |
|              | 1. Body condition, bumpers, tow hooks, numbering, lettering (damage)  |                 |
|              | 2. Check exit door operation, adjustments and seals   |                 |
|              | 3. Check compartment doors, hinges and latches  |                 |
|              | 4. Check all exterior lights, mirrors, and reflectors ( operation/visible)  |                 |
|              | 5. Inspect batteries and tie downs, test batteries  |                 |
|              | 6. Check operation and condition of stop arm  |                 |
|              | 7. Inspect lift door, lift operation, warning system (if applicable) and symbols  |                 |
|              | 8. Manual slack adjuster _____ Automatic slack adjuster _____<br>Inspect slack adjusters and <b>Record Brake Stroke</b> (air brakes/applied method)<br>LF: _____ RF: _____ LR: _____ RR: _____ (before disassembly)<br>LF: _____ RF: _____ LR: _____ RR: _____ (after assembly) |                 |
|              | 9. Tires: condition, tread depth ( minimum reading), matching   |                 |
|              | 10. Tire PSI LF: _____ RF: _____ LRO: _____ LRI: _____ RRO: _____ RRI: _____ (before)<br>Tire PSI LF: _____ RF: _____ LRO: _____ LRI: _____ RRO: _____ RRI: _____ (after)   |                 |
|              | 11. Tread Depth LF: ____/32 RF: ____/32 LRO: ____/32 LRI: ____/32 RRO ____/32 RRI: ____/32  |                 |
|              | 12. Wheels: size, width, type, valve stems, studs, lug nuts   |                 |
| *            | 13. Remove wheels inspect linings, drums and brake components   |                 |
|              | 14. Inspect front and rear wheel seal areas for any leakage (oil or brake fluid)  |                 |
|              | 15. Check hydraulic: Wheel cylinders, calipers, valves, lines   |                 |
| *            | 16. Record brake shoe/pad lining readings (minimum reading)<br>LF: ____:____/32 RF: ____:____/32 LR: ____:____/32 RR ____:____/32<br>LF: ____:____/32 RF: ____:____/32 LR: ____:____/32 RR ____:____/32   |                 |
| *            | 17. Brake drum/rotor reading Manufacturer Spec: Front: _____ Rear: _____<br>LF: _____ RF: _____ LR: _____ RR: _____ (reading at previous annual)<br>LF: _____ RF: _____ LR: _____ RR: _____ (current reading)   |                 |
| *            | 18. Air disc brake pad to rotor clearance LF: _____ RF: _____ LR: _____ RR: _____   |                 |
|              | 19. Post inspection road test   |                 |

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