

Layne SAFETY

February 2007

DRIVER LETTER

ROADSIDE INSPECTIONS

Failed roadside inspections can cost our company thousands in fines and lead to higher insurance rates. Plus, too many poor results can lead to a DOT audit and costly downtime. That is why it is very important for Layne Christensen drivers to be well-trained on how to be “inspection-ready.”

The most common inspection violations are:

- Brakes out of adjustment
- Inspection, Repair and Maintenance of Parts & Accessories
- Local Laws (General)
- Inoperable Lamps
- Brakes (General)
- Driver's Record of Duty Status Not Current
- Inadequate Tread Groove Pattern Depth
- No or Defective Lighting Devices/Reflectors/Projected Loads
- Damaged Brake Tubing and Hoses
- No or Discharged Fire Extinguishers
- No or Defective Turn or Hazard Lamp as Required
- No Proof of Periodic Inspection on Vehicle
- Driver's Records of Duty Status Violation
- Stop Lamp Violation

Knowing what the inspectors look for when checking the vehicle and driver are only one part. You also need to know our company procedures for roadside inspections, what the results mean and how to correct defects if cited.

Driver's Procedure:

If a roadside inspection finds no defects, contact your district office at your earliest convenience. However, if a roadside inspection results in a warning, citation, fix-it ticket or an out-of-service placement, you should **IMMEDIATELY** contact your district office after the inspection.

All items listed below must be forwarded to the district office within 24-48 hours:

- Roadside inspection
- Fix-it ticket (if issued)
- Citation/warning (if issued)
- Out of Service

If the district office requests that the driver take the responsibility for repairing and providing payment for repairs or fines the following must be forwarded to the district in 24-48 hours:

- Proof of repairs – invoice/receipt
- Proof of payment/fine – receipt/copy of check

Ask for receipt if one is not provided.

If vehicle repairs cannot be made in 24-48 hours contact district office **IMMEDIATELY**.

District Office Procedure:

Whether the roadside inspection finds no defects or results in any type of citation/warning, you need to contact SEHS immediately upon your notification.

Notify SEHS immediately if vehicle repairs cannot not be made in 24-48 hours.

SEHS must receive the following within 24 hours upon District receipt:

- A legible copy of the front and back of the citation or warning showing the date that you responded.
- Work orders and invoices for parts needed to make repairs.
- Copy of check used to pay the citation, if necessary.
- Copy of the information requested from the driver if he is responsible for repairs and payment.

A copy of the Inspection must be forwarded to SEHS within 24 hours. (Some inspectors will not provide driver's with a copy of the Inspection. SEHS must be informed).

Monthly Motor Carrier Profile

SEHS will be receiving Layne Christensen Company's Motor Carrier Profile monthly. The motor carrier profile lists all roadside inspections performed for the past three years through the current date. The report provides the inspection



date, level of inspection, driver's name, vehicle tag number and violations, if issued.

All roadside inspections reported to SEHS will be compared against the motor carrier profile. ***Drivers found not submitting Roadside Inspections will be suspended for 30 days.***

Roadside inspections provide a checks and balances system for motor carriers in order to assure the safe operation of commercial vehicles. That's why it's essential that Layne drivers understand the roadside inspection process and their role in it. By keeping these inspections in mind when preparing for your next trip you may be able to avoid you and/or your truck being placed "Out-of-Service". ■

