

# COMPLIANCE BASICS



## VEHICLE MAINTENANCE RECORDS

### Part 396

You must have a vehicle maintenance record for each vehicle to include all power units and trailers and this must contain identification of the vehicle:

- Unit number if so marked
- Make
- Serial number/VIN
- Year
- Tire size
- If vehicle is not owned the name of the person furnishing the vehicle
- A means to indicate the nature and due date of the various inspection and maintenance operations to be performed
- A record of inspection, repairs and maintenance indicating date and nature
- A record of tests conducted on pushout windows, emergency doors, and emergency door marking lights on buses

Inspections needed and received:

- Driver vehicle inspection report (s)
  - Should be in writing at the end of the day
  - Only if defects are found
  - except for passenger-carrying CMV's should fill one out daily
- Periodic / Annual inspection
  - Copy in the vehicle
  - Copy in the maintenance file
- Roadside inspection
  - Maintain in copy in maintenance file

Be sure to use a qualified inspector for annual inspections and brake inspections