

Equipment & Maintenance Policy

Regulatory Alignment: FMCSA 49 CFR Part 396

1. Objective and Scope

The purpose of this policy is to establish a systematic inspection, repair, and maintenance program for all commercial motor vehicles (CMVs) operated under Compass Transportation LLC authority. All company drivers and leased owner-operators must strictly adhere to these guidelines to ensure public safety, maximize vehicle longevity, and preserve our safety scores.

2. Mandatory Daily Inspections (DVIR)

Drivers must perform systematic daily vehicle inspections. Per FMCSA guidelines, these reports may be completed and stored digitally via our integrated platform.

A. Pre-Trip Inspection

Before operating any vehicle at the start of a shift, the driver must complete a thorough walk-around inspection to verify the truck and trailer are in safe operating condition.

B. Post-Trip Driver Vehicle Inspection Report (DVIR)

At the completion of each day's work, the driver must complete and submit a daily DVIR.

- **If no defects are found:** The driver will note this on the electronic report.
- **If defects are found:** The driver must explicitly list them. The vehicle will immediately be flagged in the system and cannot be dispatched until a qualified mechanic certifies that repairs have been completed and signs off on the DVIR.

3. High-Risk Hotshot Component Focus Areas

Because hotshot trucking pushes pickup platforms to their maximum capacities, drivers must perform hyper-focused checks on components prone to rapid wear:

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HOTSHOT CRITICAL CHECKPOINTS

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1. GOOSENECK COUPLER -> Check for ball wear, secure collar locking pin, and verify safety chains are crossed/undamaged.
2. TRAILER BREAKAWAY -> Verify the emergency pin is connected to the truck, and the onboard breakaway battery is fully charged to activate trailer brakes.
3. TIRE WEIGHT RATINGS -> Confirm all tires match or exceed the axle weight capacity. Check for bulges/sidewall wear.
4. ELECTRICS & LIGHTING -> Confirm the 7-way plug is clean and secure. All LED clearance and marker lights must illuminate.

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- **Tire Tread Minimums:** truck steer tires must have at least **4/32 inch** of tread depth. All other tires (truck drive axles and trailer axles) must have at least **2/32 inch** of tread depth.
- **Tire Pressure (PSI):** Trailer tires must be checked daily with a physical gauge when cold. Under-inflation is the #1 cause of catastrophic hotshot trailer blowouts.

4. Preventative Maintenance (PM) Schedule

We do not wait for parts to break. Maintenance is strictly tracking-based. Missing a scheduled maintenance window without safety department clearance will result in temporary driver suspension.

Equipment Type	Service Required	Frequency Intervals
Truck (Class 3-5)	Oil change, fluid top-off, fuel filter replacement, and multi-point safety inspection.	Every 5,000 to 7,500 miles <i>(depending on manufacturer severe-duty guidelines)</i>
Truck (Class 3-5)	Complete brake pad, rotor, and transmission fluid assessment.	Every 15,000 miles
Trailer (Flatbed)	Wheel bearing grease/repack, brake shoe inspection, and suspension leaf-spring check.	Every 10,000 miles or every 6 months
All Units	Mandatory FMCSA Annual Inspection (Must keep a copy of this inspection form in the truck cab).	Every 12 Months (Strict)

5. Defect Reporting & Grounding (Out-of-Service)

Safety supersedes delivery speed. If a driver discovers any of the following safety-critical defects, the vehicle is **immediately grounded (Out-of-Service)** and must not move until repaired:

- Any audible air leak or hydraulic fluid leak in the braking system.
- A cracked leaf spring, missing suspension bolt, or visible frame damage.
- Inoperable turn signals, brake lights, or headlights during night operation.
- A loose gooseneck hitch structure or damaged safety chains.
- Any tire with exposed steel belts, deep sidewall gashes, or flat pressure.

6. Breakdown and Emergency Roadside Repair SOP

If an equipment failure occurs while en route under a load, the driver must execute the following safety protocol:

1. Secure the Vehicle: Immediate Action.

Pull completely off the roadway onto a solid shoulder. Turn the steering wheel away from traffic, engage the parking brake, and activate hazard flashers.

2. Deploy Warning Devices: Within 10 Minutes.

Exit the cab wearing a safety vest. Place 3 bi-directional reflective warning triangles at the federally mandated intervals behind the trailer to alert oncoming motorists.

3. Report to Maintenance Dispatch: Fleet Operations Contact.

Call or message the Fleet Maintenance Manager. Provide your exact GPS coordinates, pictures of the failed component, and the status of the load.

4. Authorized Service Only: Resolution.

Wait for an authorized mobile service unit or tow provider. Drivers are prohibited from performing complex roadside mechanical work (e.g., swapping trailer axles or crawling beneath an unsecured truck).

7. Mandatory Record Retention (FMCSA 396.3)

The safety department will maintain a dedicated maintenance folder for every asset (by VIN) operating under company authority.

- **Retention Period:** Records of all inspections, maintenance tasks, oil changes, repairs, and parts receipts must be retained for **1 year** while the vehicle is in service, and for **6 months** after the vehicle leaves the company's control.
- **Roadside Inspections:** Any DOT roadside inspection report (Form MCS-154) must be handed into management immediately. If violations were found, proof of the corrected repairs must be sent back to the issuing state agency within **15 days**.