DRIVER'S VEHICLE INSPECTION REPORT

CARRIER: _____

ADDRESS: _____

DATE: _____ TIME: _____ a.m. or p.m.

Check any defective item and give details under "remarks."

TRACTOR/TRUCK NO.: _____

ODOMETER READING: _____

- ☐ Air Compressor
- ☐ Air Lines
- ☐ Battery
- ☐ Belts and Hoses
- ☐ Body
- ☐ Brake Accessories
- ☐ Brakes, Parking
- ☐ Brakes, Service
- ☐ Clutch
- ☐ Coupling Devices
- ☐ Defroster/Heater
- ☐ Drive Engine
- ☐ Engine
- ☐ Exhaust
- ☐ Fifth Wheel
- ☐ Fluid Levels
- ☐ Frame and Assembly Air Compressor
- ☐ Air Lines
- ☐ Front Axle
- ☐ Fuel Tanks
- ☐ Horn
- ☐ Lights
  - - Head -- Stop
  - - Tail -- Dash
  - - Turn Indicators
- ☐ Mirrors
- ☐ Muffler
- ☐ Oil Pressure
- ☐ Radiator
- ☐ Rear End
- ☐ Reflectors
- ☐ Safety Equipment
  - - Fire Extinguisher
  - - Flags -- Flares -- Fuses
  - - Reflective Triangles
  - - Spare Bulbs and Fuses
  - - Spare Seal Bean
- ☐ Starter
- ☐ Steering
- ☐ Suspension System
- ☐ Tire Chains
- ☐ Tires
- ☐ Transmission
- ☐ Trip Recorder
- ☐ Wheels and Rims
- ☐ Windrows
- ☐ Windshield Wipers
- ☐ Other

TRAILER(S) NO.(S): _____

- ☐ Brake Connections
- ☐ Brakes
- ☐ Coupling Devices
- ☐ Coupling (King) Pin
- ☐ Doors
- ☐ Hitch
- ☐ Landing Gear
- ☐ Lights -- All
- ☐ Reflectors/Reflective Tape
- ☐ Roof
- ☐ Suspension System
- ☐ Tarpaulin
- ☐ Tires
- ☐ Wheels and Rims
- ☐ Other

REMARKS: _____

Condition of the above vehicle is satisfactory:

_____
Driver's Signature

Above defects corrected, or:

_____
Mechanic's Signature

Above defects need not be corrected for safe operation of vehicle:

_____
Mechanic's Signature

_____
Date

_____
Driver's Signature

PROPER PAVER MAINTENANCE
A STEP BY STEP CHECKLIST

CLEANING THE PAVER

Before personnel can inspect or perform routine maintenance on the asphalt paver, the machine has to be cleaned.

PUT ON THE FOLLOWING PPE:

- ☐ Safety glasses
- ☐ Steel-toe shoes
- ☐ Protective gloves
- ☐ Hard hat
- ☐ Vest

YOU'LL NEED THESE TOOLS:

- ☐ Water
- ☐ Brush
- ☐ Whisk broom
- ☐ Scraper
- ☐ Pry bar
- ☐ Rag
- ☐ Pressure washer

DAILY PRE-SHIFT CLEANING OF THE ASPHALT PAVER SHOULD ALWAYS INVOLVE THESE STEPS:

- ☐ Remove debris, dirt and dust from the radiator and engine with the whisk broom and rag. (Do this for the battery at least once a week.) This step should take about six to nine minutes.
- ☐ Remove debris, dirt and dust from the external screed controls and top operating deck with scraper and gloves. This step should take about five minutes.
- ☐ Remove debris, dirt and dust from the augers, hopper and drive train with scraper and gloves. This step will take anywhere from 45 minutes to just over an hour.
- ☐ Spray down all surfaces that come into contact with asphalt with an asphalt release agent. This step will take about three to six minutes, depending on the method you use.
- ☐ At least twice a month, take 45 minutes to an hour to use a water hose standpipe, brush, whisk broom, scraper, pry bar, rag and other instruments to completely wash down the machine. Do this more often if the volume of material going through the machine dictates.

INSPECTING THE PAVER

A three person team performs inspection at the outset of every shift, ensuring no leaks, electrical problems, loose bolts or other issues will negatively affect production that day.

PUT ON THE FOLLOWING PPE:

- ☐ Safety glasses
- ☐ Steel-to shoes
- ☐ Protective gloves
- ☐ Hard hat
- ☐ Vest

YOU'LL NEED THESE TOOLS:

- ☐ Eyes
- ☐ Ears
- ☐ Nose
- ☐ Hands
- ☐ Rag

HOW TO INSPECT YOUR PAVER:

- ☐ Get the pre-operation inspection report and carry out pre-operation check in accordance with SP-036.
- ☐ Walk around the machine checking for damages such as cracks, corrosion and fluid leaks.
- ☐ Check the hopper to be sure it has no cracks and that the rubber is in good condition.
- ☐ For rubber-track pavers, check the rubber track assemblies for excessive wear and check the tension to be sure it is within 1/4-inch maximum droop.
- ☐ Check the augers to be sure none are cracked or broken. Measure circumference and width.
- ☐ Look under the screed for slopes, match height, edge plate wear, etc.
- ☐ Check the fuel gauge level and fill with red dye diesel as necessary.
- ☐ Check the hydraulic oil level of the hydraulic system and make sure there are no leaks. The surface level should be visible in the sight glass, so top it off if necessary.
- ☐ Check the operator area and set up laser depth systems.
- ☐ Check for damages and missing sections of safety markings such as reflective tape and the "slow-moving" triangle. Repair as needed.
- ☐ Check all functions of the external screed controls for proper operation.
- ☐ Check the horn and reverse alarm to be sure they are working well and audible
- ☐ At the operator's station, check gauges, lamps, instruments, mirrors, seat belts, control levers, seats and flooring to make sure all are operable and in good condition.

INSPECTING THE PAVER, CONT.

- ☐ Lift the hood—step on foot lock to move operator control panel to the center. On the right side of paver, lift hydraulic pump knob to lift hood until the hydraulic cylinder locks.
- ☐ Check the engine for oil leaks. Check the oil level and top off if necessary, using SAE15W40 oil only.
- ☐ Check the radiator and cooling fan for defects and leakage. Check the coolant level and top off if necessary using 50/50 anti-freeze.
- ☐ Check for oil leakage of oil from hydraulic equipment, tank, cylinders, hoses and joints, adding AW46 or AW68 oil only if necessary.
- ☐ Check for leakage from engine compartments in the oil cooler. Check also for damaged or loose hoses and hose clamps.
- ☐ Check that the battery is clean of debris, dirt, dust and corrosion, and make sure it's secure and that terminals are tight.
- ☐ Check that the air restriction indicator hasn't been tripped, indicating that the filters need to be replaced.
- ☐ Check that the charge filters indicators haven't entered the red zone, indicating that they need to be replaced.
- ☐ Visually check the fan belt for intersecting cracks, fraying or missing pieces.
- ☐ Visually check the fire extinguisher gauge reading to be sure it's within the proper operating range and that the service tag is up to date. Verify the monthly tag is initialed or initial it in accordance with SP-042.
- ☐ On the right side of the paver, lift hydraulic pump knob, unlock hydraulic cylinder and lower knob to lower the hood.
- ☐ Check to be sure the operator's manual is on the machine.
- ☐ Carry out the daily lubrication checklist.
- ☐ Update the pre-operation inspection report to include items needing attention.

OILING AND LUBRICATING THE PAVER

PUT ON THE FOLLOWING PPE:

- ☐ Safety glasses
- ☐ Steel-to shoes
- ☐ Protective gloves

YOU'LL NEED THESE TOOLS:

- ☐ Grease gun
- ☐ Rag

DAILY LUBRICATION OF THE PAVER:

- ☐ Font conveyor bearing on the left hand side (LHS)—grease 2 fittings w/ 1-3 shots high temperature grease each.
- ☐ Tow arm nose roller LHS—grease 1 fitting w/ 1-3 shots high temp grease
- ☐ Rear outer conveyor bearing LHS grease 1 fitting w/ 1-3 sots high temp grease
- ☐ Vibrator bearings LHS grease 2 fittings w/ 1-3 shots high temp grease
- ☐ Pivot point bearing LHS grease 1 fitting w/ 1-3 shots high temp grease
- ☐ Rear inner conveyor bearing LHS grease 1 fitting w/ 1-3 shots high temp grease
- ☐ Inner and outer auger bearing LHS grease 2 fittings w/ 1-3 shots high temp grease
- ☐ Inner and outer auger bearing right hand side (RHS) grease 2 fittings w/ 1-3 shots high temp grease
- ☐ Rear inner conveyor bearing RHS grease 1 fitting w/ 1-3 shots high temp grease
- ☐ Pivot point bearing RHS grease 1 fitting w/ 1-3 shots high temp grease
- ☐ Vibrator bearings RHS grease 2 fittings w/ 1-3 shots high temp grease
- ☐ Rear outer conveyor bearing RHS grease 1 fitting w/ 1-3 shots high temp grease
- ☐ Tow arm nose roller RHS grease 1 fitting w/ 1-3 shots high temp grease
- ☐ Front conveyor bearing RHS grease 2 fittings w/ 1-3 shots high temp grease

WEEKLY LUBRICATION OF THE PAVER:

- ☐ Track pivot LHS—grease 1 fitting w/ 1-3 shots high temp grease
- ☐ Track pivot RHS—grease 1 fitting w/ 1-3 shots high temp grease

MONTHLY LUBRICATION OF THE PAVER:

- ☐ Frame raise eccentric LHS— grease 4 fittings w/ 1-3 shots high temp grease
- ☐ Depth cranks LHS—crease 2 fittings w/ 1-3 shots high temp grease
- ☐ Crown control—grease 4 fittings w/ 1-3 shots high temp grease
- ☐ Operator console pivot bearings: grease 4 fittings w/ 1-3 shots high temp grease
- ☐ Depth cranks RHS—grease 2 fittings w/ 1-3 shots high temp grease
- ☐ Frame raise eccentric RHS—grease 4 fittings with 1-3 shots high temp grease

COMMENTS FOR THE MECHANIC:

HOW TO MAINTAIN YOUR ROLLER

A DAILY CHECKLIST FOR RUBBER TIRE ROLLERS AND STEEL DRUM ROLLERS

YOU'LL NEED THESE TOOLS:

- ☐ Phillips screwdriver
- ☐ Flat head screwdriver
- ☐ Pliers
- ☐ Toothbrush
- ☐ A welding tip cleaner
- ☐ Dawn dishwashing liquid
- ☐ Vice grip
- ☐ Putty knife
- ☐ Temperature gun
- ☐ WD40

DAILY PRE-SHIFT INSPECTION:

- ☐ Check the engine oil level
- ☐ Check the engine coolant level
- ☐ Check the hydraulic reservoir level
- ☐ Check lights and wire connections
- ☐ Refuel
- ☐ Fill water tanks
- ☐ Check the sprinkler system
- ☐ Check the emergency watering
- ☐ Check the scraper setting
- ☐ Drain the fuel prefilter
- ☐ Check hoses and connections are tight

DAILY HOW TO REPLACE/FIX THE SCRAPER BAR:

The rubber on the scraper bar is a wear item, so the operator will want to adjust it once a month, whether there's a problem with the metal portion or not. To solve the problem of a bent scraper bar or worn rubber, follow these steps:

- ☐ Take out the holding pins.
- ☐ Take the scraper bar off the roller.
- ☐ Remove the rubber from the bar.
- ☐ Heat up the metal.
- ☐ Straighten the metal, if possible. If the metal cannot be unbent, replace it with a new scraper bar.
- ☐ Replace the rubber, if necessary.
- ☐ Reverse the steps to put the scraper bar assembly back in place.

DAILY BROOM MAINTENANCE:

- ☐ Tires
- ☐ Wetting System
- ☐ Broom Core
- ☐ Steering
- ☐ Brakes
- ☐ Drive Train

COMMENTS FOR THE MECHANIC:

DISTRIBUTOR TRUCK MAINTENANCE

PUT ON THE FOLLOWING PPE:

- ☐ Safety glasses
- ☐ Steel-toe shoes
- ☐ Protective gloves
- ☐ Hard hat

ROUTINE MAINTENANCE AND CLEANING:

- ☐ Remove dirt, dust and debris from the cab w/ a whisk broom and rag
- ☐ Throw garbage away every day
- ☐ Clean windows and mirrors
- ☐ The engine with a pressure washer, but be careful not to disconnect hoses. Also avoid the radiator
- ☐ Clean off the radiator with an air compressor
- ☐ Clean the battery w/ a whisk broom and rag
- ☐ Clean tires and rims with a pressure washer
- ☐ Remove debris and tack oil from the stairs to the cab with a scraper
- ☐ Remove debris and tack oil from the brake pedal and throttle with a scraper
- ☐ Remove tack from the spray bar with a scraper
- ☐ Remove dirt, dust and debris from any spare spaces on the machine with a pressure washer

COMMENTS FOR THE MECHANIC: