

MV3 MV4 Safety Checklist
Revision 1/2014

The three **NO's** in MV3 completion are: No White out, No Scratch out, No Pencil!

And while we are at it: As a general rule, *Ditto* “” marks and arrows are not acceptable.

What to look for when auditing an MV3!

Incorrect Form Utilized

The 11/2011 Revision is the only form that will be accepted.

Writing Not Legible/ Line skipped

If it cannot be read, it cannot be audited.

No skipping of lines for non-use, weekends, holidays or down days

Vehicle Identification Information-Customized for each vehicle

Vehicle information is **typed** into the form. This includes: Property Tag Number, VIN, License Plate, Unit # (if applicable), Personal Assignment and/or Home Storage

- Location- Each Location entry (when leaving state property) must have at least four entries: wher

- Vendor- Should include the name of the vendor that completed the work or where the parts were purchased from if completed in house.
- Parts Cost- Total cost of parts if broken down on invoice.
- Labor Cost- Total cost of labor if broken down on invoice.
- Total Cost- Total cost of both parts and labor.

Other Costs

Other Costs entries must include: Date, Vendor, Odometer, Nature of Repair, Parts Cost (if available), Labor Cost (if available) and Total Cost

- Date- Should include the date of the service. If the vehicle is down for several days, it is the date it was picked up.
- Vendor- Should include the name of the vendor that completed the work or where the parts were purchased from if completed in house.
- Odometer- Odometer should include the reading at the time of service.
- Nature of Repair- Should include a description of cost incurred such as: car wash, windshield wipers, headlight, etc.
- Parts Cost- Total cost of parts if broken down on invoice.
- Labor Cost- Total cost of labor if broken down on invoice.
- Total Cost- Total cost of both parts and labor.

If a vehicle is towed, this is to be included.

Nature of Service not Broken down Properly-Under Other Costs, services only need to be broken down by date and vendor. A car wash and windshield wiper replacement at the same vendor on the same day does not need to be broken down separately.

Information logged here that should have been logged under the MV4 Preventive Maintenance Record- All items that can be classified in the maintenance section of the form should be logged under Maintenance and not Other Costs.

Receipts-Attach receipts to MV-3 for purchases associated with the vehicle (for example, maintenance or repairs).

- Receipt does not Match Information Logged
 - Information logged for Maintenance and Other Costs should match the information on the receipt.

Vehicle Safety Inspection Checklist

Frequency of Inspections should be based on individual agency policy. (Once a Month Minimum)

Each entry for the Vehicle Safety Inspection should include the steps listed below.

- A check mark should be entered for equipment that meets inspection and an X should be entered to indicate faulty for items that do not meet inspection. Items that receive an X should have notes in the remarks section. Those items that pose a safety hazard should be reported immediately.
- The Operator completing the inspection should initial once inspection is complete.
- The date of the inspection is to be entered for each inspection completed.