



THE ULTIMATE GUIDE TO

PRE-DELIVERY INSPECTIONS

FOR COMMERCIAL TRUCKS,
TRAILERS AND BUSES



Presented by Maxim Truck & Trailer



Maxim mechanics have been performing PDIs for over 40 years

Maxim Truck & Trailer is a commercial dealer in Canada that's been selling new heavy-duty trucks, buses and trailers for over four decades. Each of our new vehicles is manufactured in the USA or Mexico and gets transported or driven to one of our dealerships in Canada where it is sold. Before each new vehicle is delivered to a customer, it receives a PDI – Pre-Delivery Inspection. We've performed thousands of PDIs over the years, so we thought we'd share our insights on the PDI process and why it's important for new vehicle owners.





PDI stands for Pre-Delivery Inspection. It applies to new vehicles and represents the final inspection that a vehicle goes through.

1 What is a PDI?

Anyone buying a new vehicle may notice a “PDI” line item on their bill of sale. PDI stands for Pre-Delivery Inspection. It applies to new vehicles. The PDI represents the final inspection that a vehicle goes through before it is delivered to the end customer and registered to travel over the road. The truck, bus or trailer will be examined top to bottom including the paintwork, interior and engine to check for any defects which may have been missed during the manufacturing process. In short, the PDI process helps ensure that a new vehicle delivered to a customer doesn’t come back to the dealership with a problem soon after delivery.

2 Don’t new vehicles get inspected at the factory – why do they need to be inspected again at the dealership?

Yes, Manufacturers have their own version of the PDI that they go through before releasing a vehicle from the factory. But the dealer PDI is the all-important final step in the process. No matter how good the manufacturer is, there are always issues that come up – it may be minor but it’s part of a thorough checklist. And in some cases, for newer models especially, there may be issues like air lines routed incorrectly causing wear or electrical harnesses that may be too close to the exhaust pipe. Those are things caught and rectified during a PDI.





The PDI is intended to catch and fix any damages before going to the customer.

3 What happens during a PDI?

Manufacturers generally provide a detailed checklist – usually by model – that the dealership must go through. These checklists include Walk-Around, In-Cab, Under Vehicle, Under Hood, and Test Drive components with each area comprised of many checklist items.

Another very important part of a PDI is checking for damages that may have happened at the factory or while the vehicle was in transit to the dealership. When customers take possession of a new vehicle, there is zero tolerance for any imperfections or damages. The PDI is intended to catch and fix any damages before going to the customer.

Lastly, a PDI can include installation of accessories. The sales rep works with the PDI Technicians to order any additional accessories or modifications that the customer has requested. This could include winter fronts or engine and bunk heaters on commercial trucks and tarps or tire swaps on commercial trailers for example.

4 How are new commercial vehicles delivered from the factory to dealerships

While most passenger cars and pickup trucks are transported by rail and truck carrier, larger commercial vehicles are generally driven from the factory they were built at to the dealership where they are sold. Some trucks and even deck trailers can be stacked to allow for the transport of two or three units together. In the case of larger commercial vehicles manufactured in Mexico or the USA, these units are driven or towed to dealerships all over North America including Canada where Maxim Truck & Trailer is located. A commercial bus for example is not stacked or decked. Each bus is driven up to 1,000 miles from a factory in Oklahoma to our location in Central Canada. And new 53-foot semi-trailers get hauled over the road from the manufacturing plant in Indiana over 1,000 miles to our location in Central Canada.





At Maxim, our commercial PDIs are performed by seasoned journeyman technicians.

5 Who performs the PDI at a Dealership?

PDIs at Maxim and most other dealerships are performed by mechanics. At Maxim, our commercial PDIs are performed by seasoned journeyman technicians. Further, at Maxim, our PDI Technicians are focused exclusively on performing PDIs, so they are proficient at this important step for new vehicles performing hundreds of PDIs each year.

6 How much mechanic time is allotted for a PDI?

Every dealer and every vehicle manufacturer are different but at Maxim, PDI hours allotted are 5-7 hours for a commercial truck or bus and 2-3 hours for a commercial trailer. While a typical PDI for a passenger vehicle may be more in the 1-2-hour range, commercial vehicle PDIs have more touchpoints and require more time to perform. This is especially true for large Semi Trucks and School Buses that carry 30 plus children each day.

7 Can you opt-out of a PDI to save money?

No. The PDI checklist is a requirement imposed on the Dealer by the Manufacturer. It is meant to ensure the vehicle is completely safe and in good working order prior to delivering it to the customer. Generally, the PDI is a requirement to validate the new vehicle warranty so without a PDI – the warranty may not be valid. And at Maxim, we won't release a new vehicle to a customer without performing a PDI to ensure it's completely safe and operational.

Following are examples of three PDI Checklists for Commercial Trucks, Commercial Buses and Commercial Trailers. As you can see, the checklists are much more involved for Trucks and Buses than for Trailers which explains the significant difference in mechanic time allotted to each. These are just examples that will vary by Manufacturer and Dealer.



8 Pre-Delivery Inspection Checklist for a Commercial Truck



LT™ Series / RH™ Series Pre-Delivery Inspection Report - Form 000884041 Rev. 08/22/17									
Model: LT™ Series / RH™ Series (circle)				MILES: (KSM)		X		SERVICE R.O. NO. CUSTOMER & LOCATION:	
Mfg. Build Date (on VIN sticker)				VIN: (last 8 digits)		Signature		Date	
PDI DEALER & LOCATION:				Service Lead Person / Date (Signature certifies that all inspections / PDI repairs are completed satisfactorily)					
Task #	TASK DESCRIPTION	ACCEPT (N/A/Revised)	REWORK Required	Task #	TASK DESCRIPTION	ACCEPT (N/A/Revised)	REWORK Required	Task #	TASK DESCRIPTION
Prepare Vehicle for Inspection				Underhood Inspection					
1.20	Position wheel chocks			11.15	Air filter snorkel boot - properly secured - Visual				
3.30	Charge battery - 55 or 70 amp Smart Charger - 1.0 hour minimum			11.30	Underhood routing/clipping - all components secure and meet specs - Visual				
	Perform MidTronics Battery Pack Test (Refer to WPL 14-004G for submission guidelines if applicable)			11.50	Engine oil level - level between "Min" and "Max" - Check				
1.10	Research VIN for Recalls/Updates			15.40	Coolant level - level between "Min" and "Max" - Visual				
Walk Around Inspection				Inspection Completion & Closeout					
3.40	Batteries, cables, cover - routing, tight, greased - Check			15.20	Transmission fluid level - if no leakage evident, no action required - Visual			9.20	Remove & discard all protective coverings, tags, internal use labels, tape
9.30	Exterior components - damage, body/paint, exterior lamps, operative/frame paint coverage - Visual			15.30	Power steering reservoir - if no leakage evident, no action required - Visual			21.40	Write PDI location code & date on door jamb VIN label
7.50	Wheel lug nut torque - Check			15.10	Brake fluid level (if equipped) level between "Min" and "Max" - Visual			21.40	Place completed copy of PDI form in folder with all other vehicle documentation
7.60	Front wheel bearing lube level - Visual			15.15	Hydraulic clutch fluid (if equipped) level between "Min" and "Max" - Visual			21.40	Provide completed copy of PDI form to Service Manager for storage
7.55	Tires - damage, foreign objects, inflation pressure, valve caps present/secure - Check			19.60	All fluid, exhaust, air systems leak-free - Visual				
In-Cab Inspection				IMPORTANT NOTICE					
13.19	Windshield Wiper/washer - functional - Check			THIS VEHICLE HAS UNDERGONE A THOROUGH PRE-DELIVERY INSPECTION AT THE POINT OF MANUFACTURE. THIS IN-DEALERSHIP INSPECTION IS NOT INTENDED TO REPLACE OR SUPPLEMENT THAT INSPECTION. IT IS INTENDED TO PROVIDE FINAL VISUAL CONFIRMATION THAT ALL VEHICLE COMPONENTS HAVE REMAINED IN "AS-INSPECTED" CONDITION, SINCE VEHICLE SHIPMENT FROM THE ASSEMBLY FACILITY. THIS SIMPLER PROCESS DOES NOT IN ANY WAY MODIFY EXISTING WARRANTY POLICY WHICH STATES THAT ANY LEGITIMATE DEFECT IN MATERIAL OR WORKMANSHIP DISCOVERED DURING INSPECTION SHOULD BE TRANSFERRED TO A REPAIR ORDER AND REPAIRED IN ACCORDANCE WITH THE NAVISTAR NEW VEHICLE WARRANTY.					
17.64	Signs of water/dust leakage - doors, cab roof, glass - Visual								
13.34	Restraints, seats, windows, mirrors - secure, functional - Check								
13.61	Instrument panel gauges - functional - Visual								
13.31	Interior components & floor mat - condition, secure - Check								
13.46	Sleeper and Accessories - clean, secure, functional - Check								
13.58	Clear inactive fault codes and if necessary, perform In Transit Speed Adjustment (refer to IKnow Document IK3100002)								
13.10	2 keys, 2 fuel cap keys & keyless entry present/functional (if equipped)								
21.20	Operator's Manual, other documentation present - Visual								
13.16	Lights - interior & instrument panel - functional - Check								
Under Vehicle Inspection									
5.10	Under vehicle routing/clipping - all components secure and meet specs - Visual								
5.95	Front and rear axle u-bolts - check torque, adjust to spec as necessary								
5.10	All underside components - inspect for damage and/or leakage, including:								
5.80	Steering gear/linkage								
11.30	Engine								
5.65	Transmission								
5.40	Propeller shafts/driveline hangers								
7.35	Drive axles								
5.45	Exhaust system								
Task #	COMMENTS - Rework R.O. # 1. Explain rework performed as part of PDI. 2. Explain PDI or other warranty rework required.			Task #	COMMENTS (continued)				
	Additional R.O. NO.s				Additional R.O. NO.s				
INITIALS / CLOCK NUMBERS					INITIALS / CLOCK NUMBERS				
Inspector 1	Inspector 2	Inspector 3	Inspector 4	Inspector 1	Inspector 2	Inspector 3	Inspector 4		
Inspector 5	Inspector 6	Inspector 7	Inspector 8	Inspector 5	Inspector 6	Inspector 7	Inspector 8		
<small>The INITIALS and CLOCK NUMBER of the Inspector certifies that this vehicle has been thoroughly inspected in accordance with applicable procedures required by Navistar, Inc.'s Pre-Delivery Inspection Master Instruction Manual. Inspection report must remain with vehicle until all applicable repairs are completed. The INITIALS and CLOCK NUMBER of the Repair Technician certifies that all quality defects noted by the Inspector have been corrected in accordance with applicable procedures and specifications required by Navistar, Inc. The SIGNATURE of the Service Lead Person certifies that the PDI facility warrants all information and repairs denoted on this form have been completed in accordance with the Pre-Delivery Inspection Master Instruction Manual, Navistar, Inc. recommended practices, and associated R.O.s. Lack of information on any line item is accepted to mean that it has been verified and found to be correct. This form should be stored in the PDI facility file location.</small>									



9 Pre-Delivery Inspection Checklist for a Commercial Bus



BE, CE, FE, RE Bus Pre-Delivery Inspection Report - Form S00141 Rev. 6/17/08

Model: BE CE FE RE (circle)		SERVICE R.O. NO.					
PLANT:		CUSTOMER & LOCATION:					
PDI FACILITY:		<small>Service Lead Person / Date (Signature certifies that all inspections / PDI repairs are completed satisfactorily)</small>					
VIN:	MILES: <small>(Kilometers)</small>	X	Signature _____ Date _____				
Task #	TASK DESCRIPTION	ACCEPTED	REWORK	Task #	TASK DESCRIPTION	ACCEPTED	REWORK
1.20	Prepare Vehicle for PDI Inspection - Wheel Chocks			13.14	16 & 8-Way Lights - operate - with key On and Off		
3.32	IVEST Battery and Alternator Test Successful			13.15	Crossing Gate/ Stop Sign - with key On and Off		
3.40	Batteries, Cables, Cover - routing, tight, greased			13.16	Lights - exterior, instrument panel, interior, sleeper		
3.60	Mud flaps/Fenders - secure, aligned, clears exhaust			13.18	Wheelchair Lift/Door - fit, function, buzzer, light, interlock		
5.10	Route & clip under vehicle - secured, meets specs			13.19	Windshield Wiper / Washer, Windshield - functional		
5.11	Undercoating - no bare spots			13.22	Radio/ CD/ VID/ Speakers - fit, function (as equipped)		
5.12	Body Tie-Down Clips - not hanging loose			13.24	Mirrors - condition, mounting, adjustment		
5.20	Rearmost Drive Shaft U-joints - in-phase, retorque*			13.27	Roof Hatches/ Emergency Doors - function, buzzers		
5.30	Shock Absorbers/ Bump Stops - secure			13.28	Windows - open/ close properly - no damage		
5.35	Slack Adjusters (Stroke <1.75" Std., <2.0" LS)			13.29	Child Check System - function, decals		
5.36	Drive Shaft Guards - secure, aligned			13.31	Interior components & floor mat - condition, secure		
5.40	Center Bearings - alignment - square and tight			13.36	Passenger Seats/Restraints - installation condition		
5.45	Exhaust - secure, position, tailpipe end location			13.39	Driver's Seat/ Restraints - secure, condition, functional		
5.50	Air Tank Drain Valves - activate			13.62	Auxiliary Coolant Heater - functions, secure		
5.76	Trans cooler line connector gage clips - (2) installed			13.65	Engine Cover Fit - FE only		
5.80	Cotter keys / lock tabs spread - steering / brakes			13.68	Clear Inactive Fault Codes		
5.85	Starter, Ground connections - tight, greased			13.61	Gauges sweep/ Dash Warning Lights ON then OFF		
5.82	Joints lubricated - verify zerks and doors lubed			13.64	Starter only Cranks in N, P, or with Clutch depressed		
7.10	Chassis Air Suspension Ride Height (set to spec)			15.10	Hydraulic Brake Fluid Level - in range		
7.35	Drive Axle Oil Level FULL (ALL drive axles)			15.20	Automatic Transmission Fluid Level - in COLD range		
7.45	Wheel Lug Nuts - retorque to 450 - 500 lb-ft			15.30	Power Steering Fluid Level - in COLD range		
7.55	Tires - proper inflation, valve stem caps are tight			15.40	Coolant Level - above mid range/ lower view eye		
7.60	Front Hub and/or Lift Axle Oil Level - in range			17.00	ROAD TEST - Achieve 55 mph (88 kph) ~20 minutes		
7.70	Compartments - keys, latches, lights, hinges, aligned			17.05	Bump Track + Dyno or Road Test - No Concerns		
9.10	Tow Hooks/ Loops/ Pins - present, secure			17.13	Parking Brake - holds, releases		
9.20	Remove protective coverings, tags, tape			17.22	Brake warning light, buzzer, motor, air brake tests		
9.31	Exterior paint, components - condition, fit per B9.31			17.25	Gear Selector/ Switches - functional		
9.40	Windshield and glass - no damage			17.31	Horn & Steering Wheel Switches - functional		
9.50	Hood fit - secured, good alignment			17.32	Hand Throttle/ Cruise Control - functional		
11.10	Steering Shaft Pinch Bolts - both torqued-off			17.40	Gauges and Warning Lamps - functional, no warnings		
11.15	Air Filter/ Snorkel Boot - fully attached			17.43	Engine, Transmission, Brakes, Steering - performance		
11.20	Turbo downpipe - secure, no contact with hardware			17.58	Steering Wheel Alignment - straight per spec		
11.25	Alternator Connections - tight, greased			17.64	Wind noise minimal - no leaking body seals		
11.30	Underhood route and clip - secure, meets specs			17.67	Climate Controls - Fan Speed, Temperature, Ducts		
11.35	Underhood wire connections - latched / tight			17.76	Optional Accessories - performance, programming		
11.40	Underhood hose clamps - tight, position			17.77	Optional Accessories - performance		
11.46	RE Bus Engine drive belt(s) - alignment, tension			17.79	Body switches - functional		
11.50	Engine Oil Level - in upper half of range			19.10	Hot Coolant Level - MAX +/- 1" or above lower view eye		
11.55	Washer Fluid Level - over half full			19.40	Automatic Transmission Fluid Level - in HOT range		
11.60	Open all coolant/ heater valves			19.60	No Fluid, Exhaust or Air Leaks - entire vehicle		
13.10	2 Keys, 2 Fuel Cap Keys, and Keyless Entry work			19.70	Fault Codes - check and record		
13.11	Fire Extinguisher/ Reflector Kit - fit, secured, full			21.70	Add Comments to PDI Report		
13.12	First Aid Kit/ Body Fluid Kit - location, contents						
13.13	Doors - adjusted and work properly						
Task #	COMMENTS - Rework R.O.# <small>1. Explain rework performed as part of PDI. 2. Explain PDI or other warranty rework required.</small>			Task #	COMMENTS (continued)		
	Additional R.O. No.s				Additional R.O. No.s		
INITIALS / CLOCK NUMBERS				INITIALS / CLOCK NUMBERS			
Inspector 1	Inspector 3	Inspector 1	Technician 3	Inspector 2	Inspector 4	Technician 2	Technician 4
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10 Pre-Delivery Inspection Checklist for a Commercial Trailer



New Trailer P.D.I.

Trailer Serial # _____

Please Check Off When Completed:

- Inspect trailer interior and exterior for damages
- Ensure body and door hardware isn't missing (Holdbacks, reflective tape, hinge pins, etc)
- Check Lights, repair as required
- Inspect sub frame, suspension/bushings, undercarriage, dust shields for tightness (if applic)
- Check and adjust wheel alignment as required, record measurements on attached sheet
- Torque quick align bolts to 500 ft/lbs
- Check wheel seals and top up hub oil levels if required
- Check wheel bearings adjustments and adjust if required
- Ensure ABS is operating correctly and lights go out
- Torque wheel nuts to spec.
- Check air system and brake components, set brake adjustments
- Check dolly leg operations
- Grease legs, brakes (Slacks, inner & outer cam bushings)
- Check and adjust tire pressure to 100 p.s.i.
- Ensure rear doors open/close and seal properly
- Install Manitoba Safety decal and paper

Additional Mechanic Comments On Repairs:





With more than four decades dealing in commercial trucks, trailers and buses, Maxim Truck & Trailer's PDI process has evolved into a streamlined process that serves our customers with new commercial equipment that can get right to work making money for our customers and their business.



See our other books in this series:

The Ultimate Guide to Leasing a Semi Truck or Trailer

The Ultimate Guide to Buying a Used Semi Truck

The Ultimate Guide to Buying a Used Semi Trailer

The Ultimate Guide to Buying a Dry Van or Semi Trailer

The Ultimate Guide to Buying a Commercial Truck or Trailer From Canada and Importing to the USA

CVIP – Everything You Need to Know About the Commercial Vehicle Safety

The Ultimate Guide to Buying Leasing or Renting a Heavy Duty Truck or Trailer

The Ultimate Guide Financing a Semi Truck or Trailer

The Ultimate Guide to Upfitting a Cab & Chassis with a Truck Body



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