

Vehicle Maintenance & Inspection

Purpose

Operating motor vehicles is integral to virtually every department and is an essential element in the delivery of most, if not all, City services. To assure the safety of employees, as well as the public and to extend the life of the fleet, this policy will establish maintenance and inspection protocols.

Policy

The intent of this policy is to implement an aggressive and ongoing vehicle maintenance and inspection program which will ensure that **(Insert City Name)** fleet vehicles are properly serviced and maintained.

Scope

This City policy applies to all departments engaged in the operation of any City owned or leased motor vehicle.

Compliance

City employees who fail to comply with the requirements of this policy shall be subject to disciplinary action according to Policy #107 (Safety Policy Violations).

Vehicle Maintenance Officer

The Vehicle Maintenance Officer (VMO) is an individual designated by the Department Director as responsible for ensuring that maintenance is performed on their respective department's vehicles.

Responsibilities

Vehicle Maintenance Officer

Vehicle Maintenance Officers are responsible for the following:

- Works with Lead Mechanic to schedule department vehicles or equipment for maintenance or repair work;
- Ensures all vehicle and equipment reports are completed;
- Ensures that maintenance is current on all department vehicles or equipment.

Department Directors

Department Directors are responsible for the following:

- Communicating the goals and objectives of this policy to supervisors.

Vehicle Maintenance & Inspection

Supervisors

Supervisors are responsible for:

- Communicating the goals and objective of this policy to employees under their supervision.

Employees

Each employee is expected to:

- Perform and document daily vehicle pre-operation inspection;
- Perform authorized maintenance (i.e. replacement of fluids) based upon type of equipment being operated.

Vehicle Inspection

Operators of automobiles, vans and light trucks shall be responsible for performing a daily walk-around of their vehicle prior to it being placed into service. Completed inspection forms are to be filed on a daily basis with the Vehicle Maintenance Officer. Inspections will include but not be limited to:

- Identifying any obvious physical damage
- Engine inspection (includes checking fluids)
- Exterior lights (head lights, brake lights, turn signals)
- Brakes,
- Steering
- Tire pressure and conditions
- Miscellaneous

Heavy truck operators shall also perform a daily walk-around inspection of the equipment prior to it being placed in service. Daily inspections include but are not limited to:

- General condition of power unit,
- Fluids and belts
- In-cab condition
- Exterior condition
- Transmission inspection
- Brake inspection
- Towed unit inspection

If problems are noted during the vehicle inspection, a vehicle service request form (or other suitable means of communication) is to be completed by the person finding the item(s) needing repair/serviced and promptly forwarded to their Supervisor or the VMO. The VMO or Supervisor will contact the Fleet Garage to alert them of the situation. The Fleet Garage will in turn instruct them to bring the vehicle in or a service truck or tow truck will be dispatched to the scene to either repair or transport the vehicle back to the City garage. Vehicles that are found to have potential operational safety hazards are to be immediately taken out of service until such hazards are corrected. Employees who operate a vehicle with a known safety hazard or one that has been taken out of service by the Fleet Garage will be subject to disciplinary action.

Fleet Maintenance will conduct more thorough inspections of City vehicles at regular intervals established by the Fleet Supervisor.

Vehicle Maintenance & Inspection

Vehicle Maintenance

A sound maintenance program and the degree to which it is carried out on a daily basis are extremely important. Not only does a well-implemented maintenance program extend the life of the fleet, it also reduces operational costs, insurance premiums, and accident frequency. Having vehicles that are well maintained creates a positive image with the public and projects a safety conscious image. With this in mind, the following outlines those procedures and/or requirements deemed fundamental for proper upkeep of City vehicles.

For any of the maintenance issues described in this section, proper departmental procedures for reporting repairs / maintenance are to be followed.

The operator and/or VMO will be responsible for ensuring that vehicles and equipment are serviced in a timely manner, by monitoring service hours, mileage or service dates. When the vehicle is due for preventative maintenance, the VMO will notify the Fleet Garage at least one (1) week prior to the scheduled service date to set up an appointment. If the employee or department is unable to make the appointment, the VMO must immediately inform Fleet Maintenance so that an alternative date may be scheduled. Failure to maintain vehicles or equipment according to manufacturer recommendations or guidelines set forth by Fleet Maintenance will be subject to disciplinary action.

Due to their 24 hour operational needs, police patrol units can drive-in for routine maintenance without an appointment. Every reasonable effort will be made to accommodate drive-ups. However, advanced scheduling would be preferred in order to guarantee faster turn around time.

Operators are responsible for the general daily upkeep of their assigned vehicles or equipment. Vehicles and equipment are to be washed only at City approved facilities. Due to safety, health and sanitary issues, vehicles must be clean and empty (unless the problem with the vehicle prohibits cleaning) prior to delivering the vehicle to the fleet garage for maintenance.

Emergency Maintenance

Emergency maintenance is required when a vehicle or piece of equipment breaks down and cannot be driven or operated safely. When a vehicle or piece of equipment becomes inoperable during normal operating hours, the problem is to be reported to Fleet Maintenance. Fleet Maintenance will be responsible for dispatching a service truck or tow truck to the scene to either repair or transport the vehicle to the City compound.

If the vehicle becomes inoperable after normal operating hours, on weekends or holidays, the operator is required to contact their supervisor and advise them of the problem. Once reported, a service truck or tow truck will be dispatched to either repair or transport the vehicle back to the City compound.

Non-Emergency Maintenance

In the event that maintenance needs arise that are above and beyond that required by the Preventative Maintenance schedule, the following process shall be adhered to:

1. The Vehicle Maintenance Officer will apprise the Department Director and with approval make the necessary arrangements to schedule the repair.
2. The Lead Mechanic will schedule the work based on the current work load.
3. The requesting party will be notified within 24 hours as to when they can bring the vehicle into the garage for servicing.

Vehicle Maintenance & Inspection

Preventative Maintenance

All vehicles within the City's fleet will be covered under a preventive maintenance program. The type and frequency of preventative maintenance to be conducted is based on mileage or time basis. These schedules are shown below.

I. Automobiles, vans, utility vehicles and light trucks

- Level A Every 5,000 miles
- Level B Every 15,000 miles
- Level C Every 30,000 miles

II. Police Cruisers

- Level A Every 3,000 miles
- Level B Every 6,000 miles
- Level C Every 18,000 miles

III. Heavy Trucks*

- Level A Every 5,000 miles

* Preventative maintenance for heavy trucks at a minimum will be according to manufacturer specifications.

IV. Heavy Equipment*

- New Every 100 service hours or two weeks
- Level A Every 250 service hours or monthly
- Level B Every 500 service hours or 3 months
- Level C Every 1,000 service hours or 6 months
- Level D Every 2,000 service hours or annually

* Preventative maintenance for heavy equipment at a minimum will be according to manufacturer specifications.

After completing each preventative maintenance service, the Fleet Garage will place a sticker on the vehicle indicating the miles (or hours) when the next preventative maintenance check is due. In the event a sticker is removed or lost the operator or VMO can contact Fleet Maintenance to obtain the date and mileage of last service.

Records

Fleet Maintenance is responsible for managing all centralized maintenance records for all City vehicles.

Records of vehicle inspections will be maintained by the using department for a minimum of one (1) year.

Reference:

- ◆ Form 1310: Vehicle Inspection Checklist
- ◆ Form 1311: Fire Engine Inspection Checklist
- ◆ Form 1312: Vehicle Service Request Form