

VEHICLE MAINTENANCE



A. INTRODUCTION

Vehicle Maintenance, when performed on a scheduled basis, can provide many benefits including accident reduction, less down time, reduction in costly repairs, and improved driver morale. Vehicle condition can stimulate good customer and public relations, as well as portray a good company image.

B. CONTENT

Vehicle maintenance is necessary for the safe operation of a fleet. Most vehicle maintenance programs include two major areas, which are:

1. Pre-trip/post-trip inspections.
2. Preventative maintenance.

1. Pre-Trip / Post-Trip Inspections

Drivers should perform scheduled, documented pre-trip and post-trip vehicle inspections. It should be the driver's responsibility to complete these inspections. The inspection should include a means for identifying any condition that could affect the safe operation of the vehicle. If any conditions exist that would make the safe operation of the vehicle questionable, the vehicle must be taken out of service immediately. After returning at the end of a day or shift, a post-trip inspection should be made to identify any defective conditions that may have developed during the shift. This will allow for the repair of the vehicle prior to the start of the next day, and help to reduce the vehicle's down time. The inspection form should be sent to the vehicle maintenance file, and a copy should be given directly to the person in charge of making sure all repairs are completed. This should be done when the inspection shows a repair or maintenance item that needs to be completed. The Inspection Form should facilitate a procedure for a "mechanic sign-off", and his/her copy of the form should be directed to the vehicle maintenance file.

2. Preventative Maintenance

Preventative Maintenance attempts to anticipate problems and to plan for their correction before they become serious. The groundwork of a good Preventative Maintenance Program usually starts with the manufacturer's recommendations concerning necessary maintenance and the time and mileage when it should be performed. These recommendations should be considered minimum requirements and can be modified by the actual needs of the fleet. A Preventative Maintenance Program is normally performed on a mileage or time basis. Typical maintenance includes lube, oil filter, tightening, tune-ups, brake inspections, tire rotation, replacement of hoses, etc.

The Preventative Maintenance Program should provide for:

- a. A means of identifying individual vehicles when preventative maintenance is needed.
- b. A record of all maintenance and repairs completed, which is dated and kept in each individual vehicle file.

The Preventative Maintenance Program should be reported on and reviewed as part of the housing authority's inspection program.

DRIVER'S INSPECTION REPORT

× CHECK DEFECTS ONLY · · · EXPLAIN UNDER REMARKS

LOCATION/DEPARTMENT: _____ DATE: _____

VEHICLE DESCRIPTION: YEAR: _____ MAKE: _____ MODEL: _____

SERIAL NO.: _____ MILEAGE: _____

GENERAL CONDITION

- Cab/Doors/Windows
- Body/Doors
- _____ Oil Leak _____
- _____ Grease Leak _____
- Coolant Leak
- Fuel Leak
- ___ Other _____

(Identify)

ENGINE COMPARTMENT

- Oil Level
- Coolant Level
- ___ Belts _____
- ___ Other _____

(Identify)

INTERIOR

- Gauges/Warning Indicators
- Windshield Wipers/Washers
- Horn
- Heater/Defroster
- Mirrors
- Steering
- Clutch
- Service Brakes
- Parking Brake
- Emergency Brakes
- Caution Triangles/Flares
- Fire Extinguisher
- Other Safety Equipment
- Spare Fuses
- Seat Belts
- _____ Other _____

(Identify)

EXTERIOR

- Lights
- Reflectors
- Suspension
- Tires
- Wheels/Rims/Lugs
- Battery
- Exhaust
- Brakes
- Air Filter
- Spare Tire
- Dents
- Other Coupling
- Tie-Downs
- Rear-End Protection
- _____ Other _____

(Identify)

REMARKS: _____

REPORTING DRIVER: _____
(Name)

DATE: _____

REVIEWING DRIVER: _____
(Name)

DATE: _____

MAINTENANCE ACTION: REPAIRS MADE NO REPAIRS NEEDED

WORK ORDER / PURCHASE ORDER NO.: _____

REPAIRED BY: _____

LOCATION: _____

SHOP REMARKS: _____