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Safety Policy Number: 1102	Vehicle Maintenance & Inspection
Effective: <i>Insert Date</i>	
Revision: <i>NEW</i>	

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.

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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.

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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.

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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



Vehicle Checklist

The following checklist is intended to assist employees who drive for a living in determining the safety of the vehicle within his/her operation. Any "no" answer should be cause for concern and corrective action. Prior to each out-of-town trip and at least once a week, drivers should complete the following checklist:

Vehicle Number _____	Date _____	
	Yes	No
Are all departmental vehicles subject to State licensing requirements equipped with the following items in good operating condition:		
Adequate rearview mirrors?	<input type="checkbox"/>	<input type="checkbox"/>
Safety belts?	<input type="checkbox"/>	<input type="checkbox"/>
Windshield wipers?	<input type="checkbox"/>	<input type="checkbox"/>
Horn?	<input type="checkbox"/>	<input type="checkbox"/>
Correctly adjusted headlights?	<input type="checkbox"/>	<input type="checkbox"/>
Brakes with adequate stopping power?	<input type="checkbox"/>	<input type="checkbox"/>
Emergency brake?	<input type="checkbox"/>	<input type="checkbox"/>
Turn/directional signals?	<input type="checkbox"/>	<input type="checkbox"/>
Good tires with adequate tread?	<input type="checkbox"/>	<input type="checkbox"/>
Safety glass?	<input type="checkbox"/>	<input type="checkbox"/>
Brake lights?	<input type="checkbox"/>	<input type="checkbox"/>
Taillights?	<input type="checkbox"/>	<input type="checkbox"/>
License plate light?	<input type="checkbox"/>	<input type="checkbox"/>
Tight muffler system?	<input type="checkbox"/>	<input type="checkbox"/>
Properly serviced fire extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>
Intact windshield, with no cracks?	<input type="checkbox"/>	<input type="checkbox"/>
Is all seating in the vehicle secured to the frame?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an Automobile Liability ID Card located in the glove compartment or elsewhere in the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate notices posted in each vehicle as a reminder that all employees and their passengers are required to wear seat belts?	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees been instructed on safe backing practices?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been informed of what actions to take in the event they are involved in a vehicle accident?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been informed of appropriate safety guidelines when hauling loads?	<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature _____

Supervisor's Signature _____

SAFETY BULLETIN



Everything rides on it!

Studies of tire safety show that maintaining proper tire pressure, observing tire and vehicle load limits (not carrying more weight in your vehicle than your tires or vehicle can safely handle), avoiding road hazards, and inspecting tires for cuts, slashes, and other irregularities are the most important things you can do to avoid tire failure, such as tread separation or blowout and flat tires. These actions, along with other care and maintenance activities, can also: increase tire life; improve fuel economy; improve vehicle handling and protect against avoidable breakdowns and accidents. This safety brief will provide some basic tire maintenance information along with tire safety tips. Use the information to make tire safety a regular part of your vehicle maintenance routine. Recognize that the time you spend is minimal compared with the inconvenience and safety consequences of a flat tire or other tire failure.

Safety Checklist

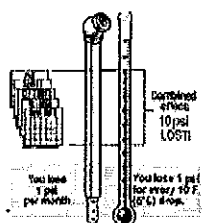
- ✦ Check tire pressure regularly (at least once a month), including the spare.
- ✦ Inspect tires for uneven wear patterns on the tread, cracks, foreign objects, or other signs of wear or trauma. Remove bits of glass and other foreign objects wedged in the tread.
- ✦ Make sure your tire valves have valve caps.
- ✦ Check tire pressure before going on a long trip.
- ✦ Do not overload your vehicle. Check the tire information placard or owner's manual for the maximum recommended load for the vehicle.
- ✦ If you are towing a trailer, remember that some of the weight of the loaded trailer is transferred to the towing vehicle.

Safety Tips

- ✦ Slow down if you have to go over a pothole or other object in the road.
- ✦ Do not run over curbs, and try not to strike the curb when parking.

Checking Tire Pressure

Because tires may naturally lose air over time, it is important to check tire pressure at least once a month with a tire gauge. Just a look won't do it! Take a look below. Can you tell which one is 10 lbs under inflated?



Under normal conditions, tires lose one psi (pounds per square inch) per month. Additionally, tires can lose 1 psi for every 10° F temperature drop.

There's Safety in Numbers

Recommended tire pressure and vehicle load limits can be found on the tire information placard and in the vehicle's owner's manual. Tire placards are permanent labels attached to the vehicle door edge, doorpost, glove-box, or inside of the trunk lid. See example below.

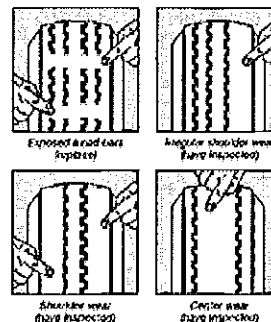
VEHICLE CAPACITY	DOORWAYS				COLD TIRE PRESSURE	
	WEIGHT	FRT	CTR	RR	FRONT	REAR
MAX LOAD	2100 LB 953 KG	3	3	4	33 PSI 247 kPa	33 240
TIRE SIZE	P205/75R15				SEE OWNER'S MANUAL FOR ADDITIONAL INFORMATION	

Checking Tire Tread

Tires have built-in treadwear indicators that let you know when it is time to replace your tires. These indicators are raised sections spaced intermittently in the bottom of the tread grooves. When they appear even with the outside of the tread, it is time to replace your tires. You can also test your tread with a Lincoln penny. Simply turn the penny so Lincoln's head is pointing down and insert it into the tread. If the tread doesn't cover Lincoln's head, it's time to replace the tires. See example below.

Tire Wear — Visual Check

Check for obvious signs of wear.



Place a penny in the tire as shown. If you can see the top of Lincoln's head, the tread is worn and needs replacing.



The tire on the right is under inflated.