



Department of Facilities Management

Action Plan

NUMBER: 2.001

DIVISION: Department of Facilities Management

TITLE: Vehicle Maintenance Plan

DATE: 06/06/2008

REVISED: N/A

Action Plan for: All Department of Facilities Management Employees

Authorized by: Director Facilities Management

I. Purpose and Scope

The purpose of this action plan is to ensure that all DFM vehicles are maintained and kept in a safe operating condition. Well-maintained vehicles enable DFM employees to perform their duties in a timely and efficient manner.

II. Plan

A. Department Duties:

1. At a minimum, weekly inspection sheet for all vehicles will be turned into the supervisor. (Consist of checking all oils and fluid levels, tire pressure, lights, brake fluid - ABS light operation, grease equipment that requires daily lubing, making general inspection of vehicle, and noting any differences or problems).
2. Clean vehicle weekly and as needed.
3. In the event of an accident, the vehicle operator must complete an accident report and turn in to his supervisor.
4. Schedule corrective maintenance as identified immediately with supervisor.

B. Supervisor Duties:

1. At a minimum, a weekly inspection sheet should be filled out and returned to the manager.
2. Do work orders on repairs and make sure repairs are scheduled with Transportation personnel.
3. Make an inspection of fleet and report to the manager monthly.
4. Make sure accident report is done and turned in with work order to Transportation area for repairs.

5. Find loaner vehicle for unit being repaired.
6. Monitor keys issued to employees.

C. Transportation's Duties:

1. Schedule PM maintenance (oil changes and lubes, tune-ups).
2. Do spot checks on inspection sheets.

D. Manager's Duties:

1. Coordinate training programs on vehicle inspections and maintenance procedures (i.e. accident reports, work orders, insurance forms, and mileage sheets).
2. Provide incentives for proper vehicle maintenance.

III. Procedure

A. DFM Scheduled Maintenance for Vehicles

1. 5,000 MILES
 - a) Change Oil filter
 - b) Provide sticker to indicate date and mileage
 - c) Lubricate all chassis parts
 - d) Check differential oil level
 - e) Check transmission fluid, brake fluid, power steering fluid, engine coolant and battery electrolyte
 - f) Check tire pressure
 - g) Check all belts and hoses
 - h) Check all headlights, signal lights and brake lights
 - i) Check all instrument and warning lights
2. 10,000 MILES
 - a) Check brakes, front and rear
 - b) Rotate and balance tires
3. 30,000 MILES
 - a) Replace spark plugs
 - b) Replace air and fuel filters
 - c) Service engine coolant
 - d) Lubricate door hinges
4. 60,000 MILES
 - a) Service transmission: drain fluid and replace filter
 - b) Replace all belts and hoses
 - c) Repack wheel bearings
 - d) Align front end

B. Weekly Operator Checklist

1. Department: Date: Odometer: Make: Model: Year: VIN: Lic. #:

C. Check Items Needing Attention:

1. Engine: Overheating No Power Oil Leaking Oil Pressure Knocks Noisy
2. Clutch: Poor Release Grabs Slips Chatters
3. Transmission: Noisy Hard Shifting
4. (Automatic) Oil Leaking Slips during shifts

5. Steering& Shimmy / Wander Hard Steering
6. Front Axle: Free Play Alignment Wheel Balance Uneven Tire Wear
7. Rear Axle: Noisy (At What Speed) Oil Leakage
8. Electrical: Headlights Tail Light Turn Signals Break Lights Battery Horn Starter
Emergency Flashers
9. Cooling: Overheating Radiator Leaks Water Pump Leaks Hoses Leak
10. Fuel Exhaust: Muffler & Tail Pipe Fuel Pump & Carburetor
11. Brakes: Pedal Travel Pull

Driver's Notes:

Work Performed:
