

Component # 8: Fleet Management

Vehicle Maintenance

It is the policy of State of Georgia to keep all vehicles well maintained and in safe and efficient operating condition at all times. The specifics of that approach will be detailed in the procedures to follow.

1. Preventative Maintenance

A good preventive maintenance program lowers repair frequency and lowers overall maintenance cost. **(See Sample Monthly Vehicle Maintenance and Inspection Schedule)**

The service portion of Preventive Maintenance is actually scheduled maintenance. State of Georgia vehicles will be given Preventive Maintenance according to the following schedule as outlined in ARI for that vehicle.

Vehicle Inspections

Department of Administrative services is committed to following a strong daily inspection program. All vehicles are to be inspected every day they are operated.

1. Driver Pre-Trip Inspection

Each driver must be satisfied that his/her assigned vehicle is in proper working condition prior to operating **(See Vehicle Pre-Trip Inspection Report)**. Each driver must also be satisfied that any cargo is properly distributed and secured.

The driver will also review the last completed Driver's Vehicle Inspection Report to verify that any needed repairs were made to the vehicle. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are handled appropriately.

When a driver reports safety related problems or vehicle damage, the vehicle inspection report should be submitted to his/her Supervisor. The Supervisor will sign the report indicating that repairs have been made (or are not required to be made). The original inspection report and certification of repairs will be retained in the Vehicle Maintenance File.

The original inspection reports on which no defects were noted and on which defects were noted, and the certification of repairs, will be retained in the Vehicle Maintenance File.

2. Driver On-The-Road Inspections

Once on the road, the driver must examine any cargo and its load securing devices and make any necessary adjustments.

If a problem is found, the driver will notify his/her supervisor and either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility.

Vehicle Maintenance File

A complete record on each vehicle in the fleet will be kept. It will include basic vehicle information and information indicating the nature and due date of any inspection and maintenance operations to be performed on the vehicle, and a record of any inspections, repairs and maintenance performed on the vehicle in question, including dates performed and specifics on the nature of the operations.

Sample Vehicle Maintenance Acknowledgement Form

I have received the proper training in daily vehicle inspection procedures. I understand that it is my responsibility to inspect all fluid levels, lights, tires, and safety equipment each day before I use the vehicle. I understand that it is my responsibility to report any and all vehicle defects and safety concerns. I also understand that it is my responsibility observe all policies and procedures concerning the proper and safe operation of an entity vehicle.

Driver Name (Print)

Driver Signature

Date

Supervisor Signature

Date

Suggested Monthly Vehicle Maintenance and Inspection Schedule

2. Routine Service Schedule:

- Lube-Oil-Filter Every 5,000 miles
- Rotate tires and balance Every 10,000 miles
- Air Filter
- PCV Valve
- Brake Service
- Front-end alignment (Every 12,000 miles)
- Engine tune-up
- Transmission Service
- Shock absorbers
 - Automatic Transmission drain/refill (Every 20,000 miles)
 - Differential drain/refill (Every 36,000 miles)
 - Wheel bearing package

3. Every 3 months inspect the following: (make required repairs)

- All fan, A/C, power belts
- Radiator, heater, A/C hoses
- A/C, heater system
- Power steering
- Windshield wiper blades and arms
- Doors and windows

4. Every 6 months inspect the following: (make required repairs)

- Alternator/generator
- Battery
- Exhaust system, muffler, converter, tail pipe
- Emission control system
- Ignition system
- Door locks and window mechanisms
- Fuel tank and suspension system

5. Annually inspect and/or conduct the following: (make required repairs)

- Comprehensive engine tune-up and analysis
- Comprehensive steering/brake system evaluation
- Comprehensive body/paint check
- Comprehensive evaluation of emission control system
- Drain, flush, and clean cooling system-refill
- Electrical wiring

- Suspension system
- Mechanical linkages
- Interior condition