

Agency Name
Transit Policies and Procedures

Subject	Preventive Maintenance
Section	Maintenance
Effective Date	
Approved By	
Approval Date	

Purpose

Define a preventive maintenance program to ensure safe and reliable vehicles.

Definitions

Preventive Maintenance: Scheduled servicing, inspections, and vehicle repairs to prevent potential problems and maximize vehicle availability.

Procedure

Prepare a written process to ensure that all Agency vehicles receive regular preventive maintenance to prolong each vehicle's service life and to reduce the chance of breakdowns. Preventive maintenance includes but is not limited to oil changes, tire rotations, windshield wiper or lightbulb replacements, glass chips, and regular servicing of a vehicle's lifts or ramps.

Employees shall complete and submit a Service Request Form to the Dispatcher to request any preventive maintenance. Employees shall monitor the odometer mileage compared to the windshield sticker which states when the next oil change is required. When the mileage is within 100 miles of the mileage on the sticker, the employee shall request an oil change. The Dispatcher shall work with the Transit Director to schedule all preventive maintenance.

A Maintenance Log shall be kept on file for each Agency vehicle. The log shall include the date that the maintenance occurs, the type of maintenance performed, and the vehicle's mileage at the time of maintenance. It shall also include the total cost for parts and labor for each maintenance activity. The Dispatcher and Transit Director shall work together to keep accurate logs of all preventive maintenance activities for each Agency vehicle.

Responsibilities

All employees are responsible for submitting Service Request Forms when preventive maintenance is needed. The Dispatcher and Transit Director are responsible for scheduling all maintenance and for keeping accurate Maintenance Logs for each vehicle.

