

## Agency Name

### Transit Policies and Procedures

<b>Subject</b>	Corrective Maintenance / Repairs
<b>Section</b>	Maintenance
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

#### **Purpose**

Establish a uniform procedure for vehicle repairs.

#### **Definitions**

*Corrective Maintenance:* Tasks performed to identify, isolate, and rectify a fault to restore a broken vehicle to perform its intended function either by repairing or replacing it.

#### **Procedure**

Develop a written policy describing how Drivers should request vehicle repairs. Except in an emergency situation, Drivers shall not report needed repairs over the two-way radio while passengers are aboard the vehicle. All requests for repairs shall be made in writing using the Service Request Form. Drivers must complete the form and submit it to the Dispatcher. The Dispatcher and Transit Director shall review the Service Request Forms and schedule corrective maintenance for the vehicles as needed.

During an accident, emergency, or unsafe situation that requires immediate repairs, Drivers shall follow the procedures described in the Road Calls/Vehicle Breakdowns Policy.

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 corrective maintenance activities for each Agency vehicle.

#### **Responsibilities**

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

