

# JAUNT VEHICLE MAINTENANCE PLAN

**Goal:** To maximize safety, minimize road calls and maintenance expenses, to maintain vehicles in such a condition as to maximize their useful life, and to maintain the vehicles and their accessible components in the most efficient operating condition.

**Objectives:** In order to achieve this goal, it will be necessary for the maintenance department and drivers to implement their respective areas of the plan as follows.

**I. Responsibilities of the Maintenance Department** - The lead Maintenance Mechanic will be responsible for ensuring that the goals of this plan are met. In order to achieve the goals of this plan, the Maintenance Department will perform the following:

- a) The maintenance department will maintain a board in public view listing the vans scheduled for maintenance.
- b) The maintenance department will review daily pre-trip inspection reports to confirm that they are being performed, and to schedule vans for maintenance as necessary.
- c) On a weekly basis, the maintenance department will check vehicle mileage as recorded on the trip sheet to compare with the maintenance schedule for the appropriate preventive maintenance.
- d) The maintenance department will perform a preventive maintenance inspection every 4,000 miles which includes but is not limited to: changing the oil and filter; checking front and rear brake systems including drums, calipers, rotors, pads, and wheel bearings; checking belts and hoses; checking front end suspension and shocks; checking exhaust systems; checking the gas tank for leaks; checking other fluids including transmission, power steering, and brakes; checking emergency exits and lighting; checking flooring for loose parts; checking seating for loose parts; checking seatbelts; checking U-joints; lubricating fittings; checking exterior lights, turn-signals, and mirrors; lubricating doors; checking tire pressure and lugs; checking body condition, battery condition and connections; and checking coolant and anti-freeze levels.
- e) In addition to the above preventive inspection, the maintenance department will inspect vans with wheelchair accessible features every 4,000 miles. Service includes but is not limited to: the inspection of the operation and condition of lifts and hydraulic hoses; applying lubricants to moving parts in accordance with manufacturer's recommendations; inspecting the condition and operation of tiedown components and belts; inspection the operation and condition of hand controls and wiring.
- f) The maintenance department will inspect the condition and rotate tires every 8,000 miles.

- g) The maintenance department will service transmissions every 20,000-25,000 miles which will include fluid and filter replacements; gas filter replacements; and belt and hose replacements in Ford vans.
- h) The maintenance department will seasonally inspect and flush when necessary, coolant in all vehicles.
- i) The maintenance department will perform a complete tune-up according to the manufacturers' suggested maintenance schedule or sooner if necessary.
- j) The maintenance department will replace tires with steel-belted all-season radial tires, or steel-belted snow tires as required by inspection and manufacturers' recommendations.
- k) On an annual basis, vans will be inspected in accordance with state regulations. The maintenance department will pre-inspect vans to ensure that they meet operating requirements.
- l) On an annual basis, the maintenance department will check to confirm that all vehicles' air-conditioning systems are operating in accordance with manufacturers' specifications.
- m) The maintenance department is responsible for ensuring that all waste fluids, with the exception of coolant, are recycled in an EPA-approved waste oil heater, or otherwise properly stored and disposed. Fluids will be stored in an EPA-approved barrel until the fluids are re-used.
- n) The maintenance department will annually attend workshops and training in the operation of lift-equipment, and other accessible features, and other vehicle maintenance topics appropriate to the management of the fleet.
- o) The maintenance department will be responsible for maintaining a database of all work performed by vehicle number including costs, mechanic labor hours, and all parts and services completed outside the shop by an authorized dealer or other contractor.
- p) The maintenance department will be responsible for performing any other maintenance on an as-needed basis.
- q) The maintenance department will be responsible for evaluating the plan from time to time and making changes as necessary to ensure that the goals of this plan are met.

**II. Responsibilities of the Operations Department** - The Operations Manager will be responsible for ensuring that the objectives of this section are met. The Dispatch office is responsible for scheduling vehicles to provide appropriate units to the Maintenance department as well as diagnosing level one maintenance issues from drivers. Drivers will be responsible for performing the following:

- a) On a daily basis, each driver will: perform a pre-trip inspection of the exterior of the vehicle including; check oil, water, and coolant levels; check tires including tire pressure, nuts and wheels; check the operation and condition of lights, turn signals, mirrors, doors, and lift equipment; check body condition; check for any loose parts; and check the condition of belts and hoses.
- b) On a daily basis, each driver will: perform a pre-trip inspection (Daily Vehicle Inspection Report, DVIR) of interior of vehicle including; check the operation of temperature gauges, and amp meters; check the supplies of first aid kits; check the condition of fire extinguishers; check the supplies of the blood-borne pathogens clean-up kit; check the operation of interior lights, exit lights, warning equipment, and back-up alarms; check the presence of and condition and operation of tie down equipment; check for loose flooring, loose handrails and door handles; and check the condition and operation of the child safety seat.
- c) Upon completing paragraphs a and b above, each driver is required to complete a written inspection report, and immediately report to the maintenance department any part, or system that fails to meet safe operating standards prior to leaving the lot.
- d) The Operations Manager will ensure that vehicles will be available for preventive maintenance as scheduled.