

SUBJECT: VEHICLE MAINTENANCE

EFFECTIVE
DATE: 03-22-11 (replaces 12-12-07)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail Community Service Board to maintain its vehicles to meet safety and serviceability standards. These standards involve periodic inspections, servicing, and lubrication to ensure a safe, serviceable vehicle fleet.

PROCEDURE

Maintenance for organization vehicles shall be performed as specified in the owners manual. Procedures outlined in Chapter II of the Motor Vehicle Management Manual will be followed.

Normal operating maintenance is the responsibility of the program to whom the equipment is assigned.

These reports are to be completed and distributed as shown below:

Copies of the following reports will be kept on file at each program site where the equipment is assigned:

1. Annual Inspection Report/Safety Inspection - sent annually by Admin Office

Original to: Transportation Supervisor, Admin Office
Copy to: Program site where equipment is assigned

2. Monthly Vehicle Inspection Sheet (recorded daily) (see FormDOCS)
Original to: Transportation Supervisor (along with mileage report),
Admin Office
Copy to: Program site where equipment is assigned

3. Monthly Vehicle Checklist - sent monthly (see FormDOCS)
Original: Kept at site.
Copy to: Health and Safety, Admin Office
Copy to: Program site where equipment is assigned

Reference:
Motor Vehicle Management Manual Chapter II