

VEHICLE MAINTENANCE

I. Maintenance/ Repairs Responsibilities.

All employee shall take an active part in assuring every vehicle is fully-operational, clean and in safe condition. By doing this it will insure the safety of our passengers and personnel and well as increasing the life service of our vehicles.

- A. Any problems or repairs observed by any staff persons shall be immediately reported to the supervisor who will determine the corrective action needed.
- B. All drivers are responsible for doing pre-trip inspections before driving.
- C. Drivers are responsible for keeping vehicles clean and maintained.
 - 1. JAMM Transit - Lead drivers will assist the route supervisor in assuring that vehicles are clean and maintained. They will assist in the process of obtaining fair and equitable quotes for any maintenance or repairs needed.
- D. Fleet Manager and/or Head Start Transportation Manager will assist in assessing corrective action needed on all maintenance and repairs over \$500.00.

II. Pre-Trip Inspections

- A. A pre-trip inspection will be conducted on a daily basis and/or prior to beginning a route.
- B. The pre-trip inspection will be submitted to the route supervisor or appointed personnel at the end of the daily schedule and/or at the end of the route with daily trip sheets.
- C. If any repairs or problems are found the driver shall immediately notify the supervisor.
- D. The supervisor will decide what necessary action is needed.

III. Maintenance Schedule

- A. Follow agency's maintenance schedule on preventative maintenance. Follow manufacturer's recommended miles for oil changes.

IV. Repairs/Maintenance Procurement

- A. All repairs and maintenance will be done following INCA's procurement process.
 - 1. Three quotes are required on vehicle maintenance/repair work over \$100.00.
 - 2. All quotes for repairs of \$500.00 shall be reviewed by the Fleet Manager and/or Head Start Transportation Manager before approval.
- B. Emergency maintenance or repairs must be approved by the Executive Director in advance. In the absence of the Executive Director emergency repairs by be authorized by the Fleet Manager or Head Start Transportation Manager.
- C. Warranty work - All vehicles under warranty should be repaired by appropriate vendor. Route Supervisors should contact Fleet Manager and/or Operations Manager concerning any questions on warranty. The Fleet Manager and/or Operational Manager will handle all warranty questions or issues.

- D. All requests for payments on vehicle repairs/maintenance must be submitted on the Vehicle Maintenance Receiving Report which must include Vehicle ID, and mileage. A copy must also be given to the Maintenance Transit Clerk.

V. Inspections

- A. Route Supervisor or appointed personnel should inspect all vehicles monthly.
- B. Fleet Manager and Head Start Transportation Manager will randomly inspect vehicles to assure that vehicles are fully operational, clean and in safe condition.

VI. Record Keeping

- A. Vehicle Files will be kept on all vehicles. Files will include all maintenance/repairs done on vehicles. File will be maintained in office where vehicle is located. Pre-trip inspections will also be maintained in each county and signed by supervisor.
- B. All procurement documentation on maintenance/repairs will be maintained in the central office in Tishomingo.
- C. Preventive and corrective maintenance records and pre-trip inspections shall be kept on file for a minimum of five years.