

<b>Category:</b>	Workplace	<b>INCA Community Services Personnel Policy</b>  
<b>Sub Category:</b>	Equipment and Facilities	
<b>Effective Date:</b>	06/11	
<b>Revised Date:</b>	7/30/2015	
<b>Forms:</b>	Pre-Trip Inspection, Bi-Monthly Vehicle Maintenance Checklist	
Responsible: Fleet Manager, Head Start Transportation Manager, Program Directors, Drivers of Agency Vehicles		
<b>Vehicle Maintenance Policy</b>		
<b>Purpose/Introduction</b>		
<p>INCA Community Services, Inc's. policy is to keep all transportation equipment well maintained and in safe and efficient operating conditions at all times. All employees 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 or our passengers and personnel as well as increasing the life service of our vehicles.</p>		
<b>Policy</b>		
<p>All programs are to ensure maintenance is performed in order to keep vehicles in good working condition. The vehicles are used to transport staff and passengers throughout our service area, because of this INCA is committed to having safe, reliable, and dependable vehicles. JAMM Transit and Head Start are required to perform written pre-trip inspections on all revenue vehicles that are transporting passengers before transportation begins. Maintenance files are kept in accordance with established program guidelines. The responsibility of keeping vehicles in good working order is one that all employees share by doing their part in reporting, maintaining, and inspecting vehicles.</p>		
<b>Vehicle Maintenance and Repairs</b>		
<p>All employees shall take an active part in assuring every vehicle is fully- operational, clean and in safe working condition. By doing this it will insure the safety of our passengers, personnel and other drivers on the road. It will also increase the life service of the vehicles.</p>		
<ul style="list-style-type: none"><li>• All repairs and maintenance will be done following INCA's procurement process.</li><li>• Any problems or repairs observed by any staff person shall be immediately reported to the Fleet Manager or designated representative who will then determine the corrective action needed.</li><li>• All drivers are responsible for doing pre-trip inspections before transporting passengers.</li><li>• Drivers are responsible for keeping vehicles clean and maintained.</li></ul>		

- Fleet Manager and/or Head Start Transportation Manager will assist in assessing corrective action needed on all maintenance and repairs over \$500.00.
- All vehicles under warranty should be repaired by the appropriate vendor.
- The designated staff persons will keep records in accordance with program standards.
- Minor repairs such as oil changes can be approved by designated staff persons.
- All vehicles must remain in safe working conditions or be retired. Replacing or retiring vehicles that have outlived their useful life will be determined and recommended by the Fleet Manager, Head Start Transportation Manager, or Program Director and approved by the Executive Director.

### **Pre-Trip Inspections**

Written Pre-Trip Inspections are performed by JAMM Transit and Head Start employees who are transporting public passengers. These inspections are to ensure the vehicle is safe to drive and to transport not only passengers but the employee as well. Daily Inspections should be completed each day.

- A pre-trip inspection will be conducted on a daily basis and/or prior to beginning a route or driving public passengers to any destinations.
- JAMM Transit employees will submit a Pre-Trip Inspection Form to the designated person within each of the counties at the end of the daily schedule and/or at the end of the route with daily trip sheets.
- Head Start employees will keep all Pre-Trip Inspection Forms on file for review at any time.
- If any repairs or problems are found the driver shall immediately notify the supervisor, Fleet Manager, Head Start Transportation Manager or designated representative.
- The Fleet Manager or the Head Start Transportation manager will decide what necessary action is needed.
- Pre-Trip Inspection Forms will be kept in the county where the inspection was performed.

### **Preventative Maintenance**

Preventive maintenance is an attitude and a commitment by INCA to get the most out of transportation equipment by investing in its maintenance on a regular basis, according to basic guidelines. Preventive maintenance is the on the basis of the recommendation of the manufacturer. Guidelines will include items such as oil changes, transmission fluid checks, and hoses and belt checks. Inspections by designated persons should be conducted bi-monthly.

### **Safety Equipment**

Safety Equipment is vital in delivering safe vehicles to transport passengers. All vehicles used to transport passengers will maintain a minimum of fire extinguishers, first aid kit, spill kit, and a seat belt cutter.

### **Maintenance Records**

Agency vehicle maintenance records are the responsibility of the program the vehicle was purchased through. Records are kept in accordance with the program guidelines. Maintenance records keep a running history on all agency vehicles. Each of the program procedures are as

follows:

### **JAMM Transit Procedures**

- JAMM maintenance records are the responsibility of the Fleet Manager and are maintained in the Atoka County Office.
- All maintenance records are kept on file for a period of five years and for six months after the equipment is out of the fleet.
- A complete record of each vehicle is maintained including the basic vehicle information, along with a listing of repair orders, procedures performed, and dates of maintenance.

### **RAVE Procedures**

- RAVE maintenance records are the responsibility of the Program Director and are maintained in the Atoka County Office.
- All maintenance records are kept on file for a period of five years and for six months after the equipment is out of the fleet.
- Receiving reports are maintained showing the vehicle's repairs and can give a semblance of maintenance performed throughout the lifetime of the vehicle within the agency.

### **Head Start Procedures**

- Head Start maintenance records are the responsibility of the Head Start Transportation Manager and maintained in the Atoka County Office.
- Monthly reports are presented during staff meetings by the Transportation Manager on any repairs performed on the Head Start vehicles.
- Receiving reports are maintained showing the vehicle's repairs and can give a semblance of maintenance performed throughout the lifetime of the vehicle within the agency.

### **Weatherization/Housing Procedures**

- Weatherization/Housing maintenance records are the responsibility of the program designated staff person and maintained in the Atoka County Office.
- Receiving reports are maintained showing the vehicle's repairs and can give a semblance of maintenance performed throughout the lifetime of the vehicle within the agency.

### **Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.