

## PREVENTATIVE MAINTENANCE

### I. PURPOSE:

The following guideline establishes policies and procedures to ensure timely responses to customer requests for corrective fleet unit and equipment maintenance.

### II. POLICY:

It is the policy of the City of Little Rock that all preventative maintenance required on fleet units is performed by the Fleet Services Department.

### III. DEFINITIONS:

- A. Fleet Unit: A City-owned vehicle or piece of equipment of a value of \$1,000.00, or greater, that is motorized, self-propelled and/or attached to or pulled behind a self-propelled unit.
- B. Customer: Any Department or contracting organization which utilizes the services of the Fleet Services Department.
- C. Service Center: A facility operated and managed by the Fleet Services Department providing any or all of the following functions: fueling service (major or minor); regionalized fleet unit maintenance (major or minor); or specialized fleet unit maintenance.

### IV. RESPONSIBILITY:

- A. The Fleet Services Department Director is responsible for revising the contents of this guideline and to furnish necessary guidance and/or information to ensure compliance with this guideline.
- B. The Fleet Services Department is responsible for coordinating and providing effective preventative maintenance for all fleet units.
- C. Fleet Liaisons, or their designees, are responsible for coordinating with the Fleet Services Department regarding the scheduling of preventative maintenance.
- D. Operator Supervisors are responsible for maintaining compliance with this guideline within his/her own work groups and to monitor compliance by fleet unit Operators. The preventative maintenance at the Operator level is to identify problems prior to operation of a unit, and to increase safe operations. The Operation's safety is increased with a pre and post trip

inspection of a unit. In addition, a pre and post trip inspection will help avoid costly repairs with early detection, such as tire wear, lights out, glass chips, etc.

- E. Operator Supervisors are responsible for training of new employees on how to inspect a unit prior to operation and this should be a part of his/her orientation.
- F. Each fleet unit Operator is responsible for familiarizing themselves with the tasks which are set forth herein.

**V. PROCEDURE:**

- A. Each fleet unit Operator is responsible for performing a daily visual inspection, per shift. Operators will perform: an under-the-hood inspection of all fluid level; noting obvious defects; performing a walk-around inspection; reviewing any body damage; tire inflation levels; and other possible defects.
- B. Each fleet unit Operator is responsible for the completion of a printed weekly inspection form. This form is to be turned in to the Operator's Supervisor, or their designee.
- C. The Fleet Services Department will provide a list of fleet units to the Customer Department Liaison, or their designee, which are due for preventative maintenance weekly. After determining operational work loads, they will be contacted to establish a date and time for completion of preventative maintenance inspections on fleet units under the liaison's charge.
- D. Fleet Services Department Technicians will perform the preventative maintenance inspection and perform any emergency repairs required.
- E. The Fleet Services Department will then notify the customer of completion and/or the need to defer certain repairs.
- F. Customer Departments will pick up the completed fleet unit.
- G. The Fleet Services Department will then notify the customer upon arrival of parts and reschedule the fleet unit into the shop based upon the customer's work schedule.

Approved:



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Bruce T. Moore  
City Manager