

SUBJECT: COUNTY VEHICLE MAINTANENCE

I. PURPOSE: To provide direction for the administration of the County's Service Department.

II. POLICY: The Board of County Commissioners, Elected Officials and County Manager's Office recognize the substantial investment in the county's vehicles and equipment assets that are required by the county agencies in their delivery of services to the public:

- A) All vehicles and equipment ownership will reside in the owning department's fund. The Public Works Department will maintain a division therein dedicated to the service, maintenance, and repairs of county vehicles and certain specialized equipment
- B) Vehicle maintenance procedures
 1. This policy advises that vehicles and equipment should be maintained and repaired to the extent possible and practicable by the county vehicle service division. Repairs and service related to warranty and recall, requiring specialized tools and expertise beyond that of the service division, or which is otherwise best suited to be completed outside of the service division may be completed as such.
 2. Vehicle service and repair records will be kept on each county vehicle and equipment managed by the service division. Each record will indicate the make, model, year, and vehicle identification number (VIN), along with a listing of repair orders, procedures performed, dates of repair and services.
 3. The service division will keep each vehicle and equipment properly lubricated, free of and grease leaks, full of necessary fluids, with good standing tires, and in safe operating condition.
 4. The service division will place in a conspicuous visible place (e.g., on dash, near gauges, inside of windshield, etc.) on each vehicle a label indicating the next needed scheduled service. The department head or vehicle operator must notify the service division when the vehicle has reached the indicated mileage for needed service. The request may be made by telephone or email; however, the department head must also submit Form 012F at the time of maintenance.
 5. The service division manager shall prioritize the requests at his/her discretion based on current project schedules and accessibility to

required parts.

- C) The department head and the vehicle operator are responsible for the vehicles that have been assigned for their use. They are responsible for the following:
1. Motor oil, transmission oil, power steering fluid, and engine coolant levels must be checked periodically to ensure that they are at standard operating levels. No vehicle may be operated with levels below the recommended standards. If a fluid is found to be too low, the department head or vehicle operator will request the service division to add the proper fluid and quantity. If insufficient fluid quantity is discovered during a trip not near the service division, the vehicle operator will contact the service division by phone or other means in order to be directed to add the proper fluid and quantity. Upon return to the county, the department head or operator will immediately contact the service division to check the fluids and/or make necessary repairs.
 2. Mechanical malfunctions must be reported promptly to the service division and to the department head. When continued operation of a vehicle is likely to cause further damage or constitutes a safety hazard, the vehicle shall be immediately taken out of service until it is inspected by the service division and or repaired if required. Arrangements for repairs shall be made promptly and without unnecessary delay.
 3. No employee may be disciplined for refusing to operate a vehicle which may be a safety hazards or is perceived to potentially be a safety hazard. An employee may be disciplined if s/he knowingly operates a vehicle with a known safety hazard.
- D) Maintenance and repairs of vehicles will be charged back to the department where the vehicle is assigned.

RESPONSIBILITY FOR REVIEW: The County Manager or his/her designee will review this policy every 5 years or sooner as necessary.