



Agency Vehicle Maintenance



September 24, 2007
Revised June 13, 2019

Policy A-IC-20

Purpose: Three Rivers District Health Department vehicles may be assigned to individual staff members in various departments including but not limited to, Environmental, HANDS, Administration and Community Health. Because regular maintenance of these vehicles such as oil changes, tire rotations, fluid checks/fills, belt checks, overall body observations, mechanical/component malfunctions, etc. is necessary, it is evident that it is of the agency's best interest to assign this responsibility to those that most frequently drive the vehicles and to the maintenance staff.

Policy: Below are the responsibilities to be required of the employees assigned vehicles:

- Oil Changes---every 5,000 – 6,000 miles (min.)
- Tire Rotations---every 5,000 – 6,000 miles (min.)
- Overall body observations---observe daily
- Report all mechanical/component malfunctions to maintenance staff and on maintenance log---daily (as necessary)

Oversight of vehicles will be according to Maintenance/Facilities Staff including but not limited to:

- Fluid checks/fills
- Belts/Hoses Check
- Overall body/tire observations
- Mechanical/Component malfunctions repair

Procedure: Staff assigned a vehicle shall ensure that oil changes, tire rotations, and other maintenance are done appropriately and timely. Whether they have this done themselves by taking to the repair shop or requesting assistance from the TRDHD facilities/maintenance will be left to the discretion of the staff members. Either method is acceptable with respect to the availability/workload of affected staff. Logs shall be kept within the assigned vehicle and shall detail any noted information by whomever has the maintenance done. All staff members who obtain fuel, have maintenance done, etc. shall complete this log sheet at the point of completing the maintenance. These logs will detail the items above and as well as fuel amounts obtained, odometer readings, any maintenance completed, and staff member's name whom had the maintenance done. The log sheet **Form A-IC-20(A)** shall be used as a template.

Fleet cards assigned to individual vehicles shall be presented to repair shop at time of service for billing purposes. Vehicle Maintenance receipts should be turned in to the District Office.

Problems or issues with a vehicle should be reported to the TRDHD maintenance department.

The training handout for Employee Orientation for Vehicle Use is attached to this policy.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date

Handout A-IC-20(B) reviewed & updated 12/5/18



If you are assigned a vehicle to drive while on the job for Three Rivers District Health Department, here are the things YOU NEED TO KNOW!

1. Gas/Fuel: A Log binder is located in every TRD car. Locate this and you should find a log, maintenance card and gas card inside.
 - a. To get fuel simply go to any fuel station. While not EVERY fuel station accepts our WEX fuel cards, we have found that in our area, the success rate is near 100%. Simply scan the card at the pump. If the card is accepted, it will ask for the odometer reading first and secondly your driver ID #. (the last 4 digits of your SS#)
 - b. Please document the gas in the log binder where you found the card and return the card to the zipped container in the binder.
 - c. Keep the receipt and submit to the designated person at the District Office upon return.
2. Oil Changes/Maintenance: An appointment is recommended for best efficiency if you have to wait.
 - a. All TRD vehicles should have oil changes and tire rotations (as needed) every 5,000-6,000 miles per policy. Additionally, the vendor should check all fluids, belts, hoses, brakes, etc. as part of the normal maintenance program approved by Enterprise. As the assigned driver, you are responsible for assuring this occurs. If you require assistance for any reason, please contact Jackie Brock.
 - b. Take TRD vehicle to approved vendor for maintenance. There are currently several vendors utilized within TRD area. Contact Jackie Brock/Justin Pittman for a vendor near you that we have used in the past.
 - c. Show the vendor your maintenance card (one is on the key swab, the other in the log binder)
 - d. The vendor will contact Enterprise and work out the details of the work to be done.
 - e. Log all maintenance (oil change, front brakes, etc.) in the log binder and submit any receipts received to Jackie Brock.
3. Accidents:
 - a. Always contact the police or other medical personnel as needed first.
 - b. Report accidents immediately or as soon as possible to your Manager, Jackie Brock or Justin Pittman. You will be asked to complete an incident report later.

Contacts:

Jackie Brock 502-316-5595 - Justin Pittman 502-682-0294 - District Office 502-484-3412