Policy and Procedures

**Policy Title:** Maintenance of Agency Vehicles

**Program or Department:** All

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**Title of Staff Member(s) Responsible for Implementation:** Managers of Program with Vehicles, Transportation Supervisor

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**Procedures Written/Revised by:** Ariel Medina, Director of Facilities Services

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**Policy:**

The Manager of the program assigned an Agency van, and the Transportation Supervisor for the buses, are the primary caretakers of those vehicles and are responsible for ensuring that the vehicles receive regular and preventative maintenance, as well as ensuring that the vehicles are in good working order, and are safe to drive.

**Procedures:**

1. All vehicles need regular and preventative maintenance. Oil and filter changes must occur within manufacturer specifications for the vehicle.

2. The recommended vehicle maintenance schedule must be followed for additional preventative maintenance.

3. All vehicle maintenance is to be documented on a maintenance log (attached) and kept by the Program Manager (vans) or the Transportation Supervisor (buses).

4. The Manager of the program in which vehicles are assigned must ensure that the vehicle inspection is current.
5. Staff members must have the oil checked when the vehicle is filled up with gas. In addition, other fluid levels, such as brake, transmission, and windshield wiper fluids should be checked periodically and no less frequently than every 3,000 miles during oil and filter changes.

6. The staff member driving an Agency vehicle must immediately report any handling problem or other performance problem to the Program Manager (vans) or Transportation Supervisor (buses), who will arrange to have the problem immediately checked out by the Agency’s approval mechanic or service station.

7. Staff members driving vehicles are responsible for cleaning up the interior of the vehicle after use. Program Managers (vans) and the Transportation Supervisor (buses) are responsible for regular cleaning of the exterior and the interior of the vehicles. The Agency will reimburse for the cost of cleaning when a receipt is presented.