

Work Instruction – Resource Services Group

Title: Fleet Vehicle Maintenance Procedure

Work Instruction Number: FLEET-001

Revision: 1

Prepared by: Heather Pinto

Date: 09/04/2009

- 1.0 Purpose:** Fleet vehicle maintenance plan.
- 2.0 Scope:** To properly maintain Fleet vehicles in a safe operating manner.
- 3.0 Responsibility:** Fleet logistics manager.
- 4.0 Procedure:** Fleet vehicles will follow these maintenance and repair procedures:
 - a. Fleet Maintenance**
 - i. Every 3,750 miles or 1 year, which ever comes first**
 1. Visual inspection of brake pads and tires.
 - ii. Every 7,500 miles or 1 year, which ever comes first**
 1. GSA maintenance.
 - iii. Every 30,000 miles for sedans and 60,000 for light trucks and SUVs**
 1. Minor tune-up. Replace fuel filter and air filter.
 - iv. Every 100,000 miles**
 1. Replace spark plugs
 - b. Records**
 - i. All vehicle records will be maintained in the Fleet Office.**