

Work Instruction – Resource Services Group

Title: Transportation Vehicle Maintenance Procedure

Work Instruction Number: FLEET-003

Revision: 0

Prepared by: Heather Pinto

Date: 12/19/08

- 1.0 Purpose:** Transportation vehicle maintenance plan.
- 2.0 Scope:** To properly maintain transportation vehicles in a safe operating manner.
- 3.0 Responsibility:** Fleet logistics manager.
- 4.0 Procedure:** Placarded transportation and EH&S hazardous waste vehicles will follow these maintenance and repair procedures:
 - a. Transportation Vehicle Maintenance**
 - i. Daily**
 1. Follow Pre and Post Trip Inspection form for Transportation Vehicles. Inspection will be performed by drivers at the beginning of the shift begins and at the end of the shift. Inspection form is turned in at the end of the shift.
 2. Pre and Post Trip Inspection form will remain on the vehicle for the duration of the shift before being collected and reviewed by Lead and filed in the Transportation Office.
 3. When drivers switch vehicles during the shift a new Pre and Post Trip Inspection form must be completed.
 - ii. Every 90 Days**
 1. BIT inspection.
 2. Lube chassis and foundation brake components (slack adjusters and s-cam bushings).
 3. Hazardous Waste Handling placarded vehicles will participate in the BIT inspection cycle as well.

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iii. Every 7,500 miles, 22,500 miles and 52,500 miles

- 1.** GSA maintenance not covered in BIT (e.g. oil & filter change, air filter flow indicator, coolant filter, a/c evaporator filter, drain fuel/water separator).

b. Out of Service

- i.** When problems are noted during the Pre and Post Trip Inspection, drivers must notify the Lead. Lead Driver reviews the problem and determines whether to remove the vehicle from service. Lead works with mechanic and administrative assistant to determine best method of repair. When repair is complete vehicle is released to service.

c. Records

- i.** Pre and Post Trip Inspection forms will be filed in the Transportation Office.
- ii.** BIT inspection reports will be filed in vehicle file by Transportation Maintenance Record Keeper.