

Work Instruction – Resource Services Group

Title: E-Plate Vehicle Maintenance Procedure

Work Instruction Number: FLEET-005

Revision: 0

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- 1.0 Purpose:** E-plate vehicle maintenance plan.
- 2.0 Scope:** To properly maintain e-plate vehicles in a safe operating manner. Excluding GEMS and Fire Services vehicles which have their own separate maintenance procedures.
- 3.0 Responsibility:** Fleet logistics manager.
- 4.0 Procedure:** E-plate vehicles will follow these maintenance and repair procedures:
 - a. E-plate Vehicle Maintenance**
 - i. Quarterly**
 1. Vehicle custodians will complete the Vehicle Custodian Quarterly Walk-Around Report. Report will be reviewed and filed in Fleet Office.
 - ii. Every 3,750 miles or 1 year, which ever comes first**
 1. Visual inspection of brake pads and tires.
 - iii. Every 7,500 miles or 1 year, which ever comes first**
 1. Oil change.
 - iv. Every 60,000 miles**
 1. Minor tune-up. Replace fuel and air filters.
 - v. Every 100,000 miles**
 1. Replace spark plugs
 - b. Records**
 - i.** All vehicle records will be maintained in the Fleet Office.