

**FLEET MANAGEMENT  
POLICY / PROCEDURE**

**SUBJECT: PREVENTIVE MAINTENANCE – COUNTY VEHICLES  
("C" SERVICE)**

**APPROVED:**   
**MARILYN L. RAWLINGS, FLEET MANAGER**

**DISTRIBUTION:**  
Fleet Management

**PURPOSE:**  
To provide regularly scheduled safety inspections / preventive maintenance of county owned and maintained vehicles and rolling stock to identify possible areas of repair before breakdowns occur.

**PROCEDURE:**  
County owned vehicles are scheduled for major preventive maintenance every 12 months. It is designed to provide a visual safety inspection of the vehicle. During a "C" Service, the following will be completed:

**ENGINE:**

1. Change: Engine oil and filter.  
Fuel filter.
2. Lubrication: Complete.
3. Check and replace/repair if necessary:
  - Radiator - condition, pressure, check for leaks;
  - Belts - condition, tension.
  - Fuel system – leaks.
  - Battery - fluid level, clean cables, volts and battery holders.
  - Air cleaner - condition.
  - Suspension - axles, springs, tie rods, idler arm, pitman arm, U-bolts, ball joints.
  - Differentials - fluid level, leaks, and breathers.
  - Drive shafts, universal joints – condition.
  - Coolant hoses – condition and clamps.
  - Engine tune-up - wires, plugs, cap, rotor, pcv valve, injectors.
  - Diesel exhaust fluid – top off if needed.
  - Transmission oil and filter.

3. **Check and replace/repair if necessary (continued):**  
Power steering - condition, fluid level, leaks  
All hoses and clamps.  
Charging System for any draws, amps, volts.  
Check for any leaks on engine, transmission.

#### **EXTERNAL**

1. Check tire condition, tread, inflation, lug nuts, wheels.
2. Shocks - condition, leaks.
3. Brakes - condition, fluid leaks
4. Wheel bearings - inspect and repack if needed.
5. Exhaust system - leaks, condition.
6. Windshield wipers/washer - condition, operation, fluid level.
7. Check horn for good operation and condition.
8. Any loose mounting brackets.
9. Test drive.

#### **INTERNAL**

1. Check/Replace all lights and signals - condition, operation.

**Revision Date: April 2012**

**Revision Date: June 2013**