

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: TIRE REPAIR AND REPLACEMENT

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DISTRIBUTION:
Fleet Management

PURPOSE:
To establish guidelines for tires and tire repair on emergency and non-emergency vehicles.

PROCEDURE:
Tire should be checked for wear, separation, weather cracks, over-inflation/under-inflation, etc. If there is any question of safety for an employee due to tire problems, the tire will be replaced.

The following criteria should be followed to determine whether a tire should be replaced or rotated. When the tread is worn down to 4/32 of an inch, it should be rotated to the rear of the vehicle. When the tread is worn to the "wear bar" or 2/32 of an inch, the tire must be replaced.

All tires should be inflated to the pressures listed on the manufactures identification sticker found inside the drivers side door jam. The only time the pressures will be different is when a different size tire (other than what is listed on the sticker) is used. When using a different size tire, you must follow the pressures listed on the sidewall of the tire.

Never mix match different size and or types of tires. Make sure all are the same type like radials or bias tires. You should never run two different types of sizes.

TIRES ON ALL EMERGENCY VEHICLES

(i.e. ambulance, duty officer's truck) should not be plugged or repaired but should be replaced with a new tire. Such discarded tires should be repaired whenever possible and used on non-emergency vehicles or sold for casings for retreads. All ambulance tires will be billed to the department through the service writer's office upon receipt at Fleet Management.

The new tire should always be installed on the front steering axle. If this tire is still in good condition, it should be rotated to the rear of the vehicle and replaced with the new tire.

ACTIONS FOR FLEET TO PICK UP TIRES

The parts room is responsible for ordering new tires. A Fleet employee can pickup tires with approval of the Parts Manager. Most new tires are stored outside the EMS Shop in a locked cage at Fleet and some are stored at the tire vendors. The tire vendor will provide an invoice for employee to sign when picking up tires. The invoice is given to the Parts staff to enter in Faster, post for payment and interoffice mail to Finance.

ACTIONS TO PICK UP USED TIRES

Used tires are picked up on demand. The Parts Manager or the PM Shop Supervisor will Contact Universal Recycling (phone 239-466-4777 or cell 239-357-7756) for pickup at no charge. The Manifest is scanned on the (S: Drive/Front Office/Used Tire Manifests) for future reference.

VENDOR SERVICE CALL AND TIRE REPAIR LOGS

All tire vendor service calls for tire repairs or installing new tire(s) need to be logged in a tire repair log book. There are three tire repair log books. The main book is kept at service writers' desk, one book is kept at the PMS shop desk and one is kept at the HES desk. A list of authorized Fleet personnel will be provided to each tire vendor and revised annually.

ORDERING NEW (UNMOUNTED) TIRES TO BE INSTALLED BY FLEET MANAGEMENT

All loose tires will be ordered only by the Parts Room Staff or the PMS Supervisor.

All loose tires will be checked in at the Parts Room and delivered (if necessary) to the appropriate shop.

All tires will be billed out on a work order before they are mounted on the County equipment.

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