

**FLEET MANAGEMENT  
POLICY / PROCEDURE**

**SUBJECT: PREVENTIVE MAINTENANCE - COUNTY VEHICLES  
("A" 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 cars and light trucks are scheduled for preventive maintenance every 6 months or 6,000 miles. It is designed to provide a visual safety inspection of the vehicle. During an "A" Service, the following will be completed:

**ENGINE:**

1. Change engine oil and oil filter
2. Check all hoses and lines; replace or repair
3. Lubrication: Complete
4. Check: Radiator - level, condition, leaks.  
Belts - condition, tension.  
Fuel system – leaks.  
Battery - fluid level, clean cables.  
Air Filter – condition.  
Suspension - axles, springs, tie rods, idler arm,  
Pitman arm, u-bolts.  
Differentials - fluid level, leaks.  
Power steering - fluid level, condition, leaks.  
Diesel exhaust fluid.

**EXTERIOR:**

1. Check tires - general condition, tread, pressure, lug nuts, wheels.
2. Check wiper blades and replace if necessary.
3. Check windshield washer fluid level.
4. Exhaust system - Leaks, condition.
5. Check horn for operation and condition

**INTERIOR:**

1. Check all lights and signals; replace burned out bulbs if necessary.

**Revision Date: April 2012**

**Revision Date: June 2013**