

WKU DFM Vehicle Maintenance Action Plan

I. GENERAL

The purpose of this action plan is to ensure that all DFM vehicles are maintained and kept in a safe operating condition. Well-maintained vehicles enable DFM employees to perform their duties in a timely and efficient manner.

II. DEPARTMENT'S DUTIES

- A. At a minimum, weekly inspection sheet for all vehicles will be turned into the supervisor. (Consist of checking all oils and fluid levels, tire pressure, lights, brake fluid - ABS light operation, grease equipment that requires daily lubing, making general inspection of vehicle, and noting any differences or problems).
- B. Clean vehicle weekly and as needed.
- C. In the event of an accident, the vehicle operator must complete an accident report and turn in to his supervisor.
- D. Schedule corrective maintenance as identified immediately with supervisor.

III. SUPERVISOR'S DUTIES

- A. At a minimum, a weekly inspection sheet should be filled out and returned to the manager.
- B. Do work orders on repairs and make sure repairs are scheduled with Transportation personnel.
- C. Make an inspection of fleet and report to the manager monthly.
- D. Make sure accident report is done and turned in with work order to Transportation area for repairs.
- E. Find loaner vehicle for unit being repaired.
- F. Monitor keys issued to employees.

IV. TRANSPORTATION'S DUTIES

- A. Schedule PM maintenance (oil changes and lubes, tune-ups).
- B. Do spot checks on inspection sheets.

V. MANAGER'S DUTIES

- A. Coordinate training programs on vehicle inspections and maintenance procedures (i.e. accident reports, work orders, insurance forms, and mileage sheets).
- B. Provide incentives for proper vehicle maintenance.

This Action Plan been recommended and approved by DFM L/T:

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Approved by:

Robert Ware, Director
Department of Facilities Management

Date

DFM SCHEDULED MAINTENANCE FOR VEHICLES

1. 5,000 MILES

- Change Oil filter. Provide sticker to indicate date and mileage.
- Lubricate all chassis parts.
- Check differential oil level.
- Check transmission fluid, brake fluid, power steering fluid, engine coolant and battery electrolyte.
- Check tire pressure.
- Check all belts and hoses.
- Check all headlights, signal lights and brake lights.
- Check all instrument and warning lights.

2. 10,000 MILES

- Check brakes, front and rear.
- Rotate and balance tires.

3. 30,000 MILES

- Replace spark plugs.
- Replace air and fuel filters.
- Service engine coolant.
- Lubricate door hinges.

4. 60,000 MILES

- Service transmission: drain fluid and replace filter.
- Replace all belts and hoses.
- Repack wheel bearings
- Align front end.

Weekly Operator Checklist

Department:

Date:

Odometer:

Make:

Model:

Year:

VIN:

Lic #:

~ CHECK ITEMS NEEDING ATTENTION ~

Engine:

☐

Overheating

☐

No Power

☐

Oil Leaking

☐

Oil Pressure

☐

Knocks

☐

Noisy

Clutch:

☐

Poor Release

☐

Grabs

☐

Slips

☐

Chatters

Transmission:

☐

Noisy

☐

Hard Shifting

(Automatic)

☐

Oil Leaking

☐

Slips during shifts

Steering&

☐

Shimmy / Wander

☐

Hard Steering

Front Axle:

☐

Free Play

☐

Alignment

☐

Wheel Balance

☐

Uneven Tire Wear

Rear Axle:

☐

Noisy (At What Speed)

☐

Oil Leakage

Electrical:

☐

Headlights

☐

Tail Light

☐

Turn Signals

☐

Break Lights

☐

Battery

☐

Horn

☐

Starter

☐

Emergency Flashers

Cooling:

☐

Overheating

☐

Radiator Leaks

☐

Water Pump Leaks

☐

Hoses Leak

**Fuel
Exhaust:**

☐

Muffler & Tail Pipe

☐

Fuel Pump & Carburetor

Brakes:

☐

Pedal Travel

☐

Pull

**Driver's
Notes:**

**Work
Performed
:**
