

a

AM-501-6

m

Assigned Vehicles Maintenance/Repairs

SCOPE

All assignees of City-owned vehicles are responsible for ensuring that proper safety standards, operating standards and vehicle maintenance are observed in conjunction with the Fleet Management Division (FMD).

Operators assigned are responsible for performing a safety and operating check each day the vehicle is used. See [VEHICLE MAINTENANCE RECORD \(form #28-1908-5032\)](#). The FMD has the authority to direct an agency/bureau head to send any City-owned vehicle to inspection.

Failure to comply with the provisions of this policy shall result in the recall of MMVFC-assigned vehicles, assessment of authorized charges, and/or any other actions deemed appropriate by the MMVFC, Vehicle Damage Investigator, agency/bureau heads, and/or other authorized parties.

PREVENTIVE MAINTENANCE PROGRAM

All MMVFC-assigned vehicles must receive preventive maintenance servicing in accordance with the Preventive Maintenance Program established by the FMD. Upon receipt of an assigned vehicle, the assignee must contact the FMD to obtain the preventive maintenance schedule required for the vehicle. The assignee must also ensure compliance with such schedule by contacting the FMD to set up vehicle servicing appointments. Assignee must take vehicle to the assigned location of the FMD for preventive maintenance servicing, which is normally every 4 months or 3,000 miles.

ROAD SERVICE

All operators of MMVFC-assigned vehicles must obtain local road service as necessary when traveling within a 50-mile radius of the central business district by telephoning or radioing the FMD. Any repairs or services not authorized by the FMD are the responsibility of the employee. If outside the toll-free telephone area, the charge for the call may be reversed.

Traveling outside a 50-mile limit, the agency/bureau head must submit a memo to the FMD, requesting that the operator be temporarily provided a City commercial fuel/service credit card. Repairs must be obtained only from the service stations listed on the credit card; all repairs must be approved by the FMD, prior to the start of the repairs. Any repairs or services not authorized by FMD are the responsibility of the employee. Immediately upon completion of travel, the operator must return the credit card and all credit card receipts to the FMD. Any exception to this ruling must be submitted to FMD for approval.

**Assigned Vehicles
Maintenance/Repairs****FMD RESPONSIBILITIES**

FMD is responsible for the following activities of MVVFC-assigned vehicles:

- Obtaining titles and tags for vehicles.
- Notifying the Bureau of Accounting and the MMVFC when an employee accepts delivery of a vehicle.
- Maintaining, servicing, and repairing vehicles.
- Maintenance, inspection, and certification of vehicle records as necessary.
- Replacing fully depreciated Code II vehicles.
- Conducting necessary vehicle inspections as directed.
- Follow-up on all motor vehicle accident reports submitted.
- Reporting vehicle damage to the appropriate agency fleet coordinator.
- Notifying an employee's agency fleet coordinator that a driver of the city-owned vehicle had incurred traffic or parking fines.
- To receive into inventory all vehicles purchased by the Mayor and City Council.
- Establishment of a Preventive Maintenance Program.
- Providing and monitoring of commercial fuel/service credit cards.
- Approval of all repairs for vehicles traveling 50 miles outside the central business district.
- Assigning/providing appropriate type of vehicle.

RELATED POLICIES AND PROCEDURES

AM-501-3 MMVFC Assigned Vehicles

AM-501-11 Vehicle Damage and Malfunction