

VEHICLE MAINTENANCE POLICY:

SECTION I : PURPOSE:

The purpose of this policy is to ensure the proper, adequate, and cost-effective maintenance of the Town's vehicle fleet through a preventative maintenance program that, with the cooperation of all Town departments, will extend the safety, quality, and longevity of the Town's vehicle fleet.

SECTION II : DEFINITIONS:

- A) Vehicle Use Checklist – A minimal daily checklist conducted at the beginning of each shift (day) on working equipment of Town owned vehicles, performed by the individual utilizing the vehicle for that particular shift (day), or the Department's designated individual.
- B) Vehicle Maintenance Officer – The individual designated by the Department Head who is responsible for ensuring that maintenance is performed on their respective department's vehicles.
- C) Vehicle Maintenance Tracking Form – A maintenance/parts form that is to be filled out by the Vehicle Maintenance Officer when maintenance work is required, or when parts or supplies are needed for use in the maintenance of vehicles.
- D) Severe Duty Vehicles – Any vehicle that is used for immediate response as determined by the Department Head, including Public Safety, Enforcement, Highway, Inspection, or Sanitation purposes. (Appendix A details specific Vehicles Classified in this category).
- E) Standard Duty Vehicles- Any vehicle that is solely used for Administrative purposes (Appendix A details specific Vehicles Classified in this category).
- F) Vehicle Maintenance Identification Number (VMI #) – The last six digits of the vehicle identification number of each Town vehicle shall be used for purpose of identification under this Vehicle Maintenance Policy.
- G) Hour Meter – An installed measuring unit indicating the number of hours a vehicle is operated.

SECTION III : PREVENTATIVE MAINTENANCE PROGRAM:

The following outlines those procedures and/or requirements deemed fundamental to the safe operation and/or upkeep of the Town's vehicle fleet.

- A) REQUIRED EQUIPMENT: All Town-owned or leased vehicles shall be equipped with the following:
 - 1. Hour meters.
 - 2. First Aid Kits specified and issued by JLMC.
 - 3. Fire Extinguisher (ABC type).

- B) VEHICLE USE CHECKLIST: A Vehicle Use Checklist shall be utilized by all Departments. Each Department Head or designee shall design it's particular checklist which shall contain the items in Appendix B and any other applicable items for that Department. Properly completed checklists shall be submitted to the Vehicle Maintenance Officer. Frequency of inspections shall be as follows:
1. SEVERE DUTY VEHICLES: Vehicle Use Checklist shall be completed at the beginning of each shift (day) or upon use if it is not used daily, but no less than once a week.
 2. STANDARD DUTY VEHICLES: Vehicle Use Checklist shall be completed on a weekly basis.
- C) PREVENTATIVE MAINTENANCE SCHEDULE: At a minimum all Departments must abide by the requirements covered in the Preventative Maintenance Schedule. The Town will have two (2) Preventative Maintenance Schedules, governing severe duty vehicles and standard duty vehicles respectively. These schedules are shown in Appendix C. Whenever preventative maintenance is performed, the Vehicle Maintenance Officer, will, execute the Vehicle Maintenance Tracking Form (Appendix D) and submit it to department head.
- D) NON-ROUTINE MAINTENANCE: In the event that maintenance needs arise that are above and beyond that required by the Preventive Maintenance Schedule, the following process shall be adhered to:
1. The Vehicle Maintenance Officer will apprise the Department Head and with approval make the necessary arrangements to schedule the repair.
 2. Upon completion of authorized repairs, the Vehicle Maintenance Officer will execute the Vehicle Maintenance Form and submit it to the Department Head.
- E) INVENTORY: When possible, departments shall make use of bulk purchasing of supplies that are necessary for the daily upkeep of vehicles (i.e. bulbs, oil, and filters). The Fire Department's Vehicle Maintenance Officer will coordinate and make all purchases of supplies Town wide, as necessary, and appropriate.

SECTION IV : DOCUMENTATION:

To effectuate adequate documentation as evidence of compliance with this policy, the following, at a minimum, shall be required:

- A) MONTHLY REPORTS: Once a month, the vehicle maintenance officer of each department will collect and file Vehicle Use Checklists, as well as submit a detailed status report on the departmental fleet to the department head using the form found in Appendix E. After the Department Head reviews the monthly report they will forward it to the Town Administrator.
- B) BUDGET SUBMITTALS: Vehicle Maintenance Officers, working in concert with their Department Heads, shall maintain accurate, concise records detailing the annual maintenance expenses for each vehicle. These records shall be made available during the annual budget workshops.

SECTION V : REPLACEMENT GUIDELINE:

To facilitate the continuation of a safe, operational vehicle fleet, it is recommended to replace vehicles on a regular basis. The Town's Vehicle Replacement Guideline as shown in Appendix F is based upon date of manufacture or reasonable usage if acquired used.

SECTION VI : VEHICLE OPERATION:

All Town employees or others authorized to operate a Town-owned vehicle shall adhere to the provisions of #WIN 5:00:04:91, Town Vehicle Policy.

SECTION VII : AMENDMENTS:

This Policy may be amended from time to time by majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

SECTION VIII : EFFECTIVE DATE:

This Policy shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted by the Board of Selectmen this 12th day of July, 1999.

**Douglass Barker
Margaret Crisler
Carolyn Webber
Galen Stearns
Christopher Doyle
Board of Selectmen**

Amended by the Board of Selectmen: February 9, 2004

APPENDIX A

VEHICLE CLASSIFICATION LIST

DEPARTMENT	DUTY CLASSIFICATION	DESCRIPTION
FIRE	SEVERE	ENGINE
FIRE	SEVERE	AMBULANCE
FIRE	SEVERE	MARINE
FIRE	SEVERE	CAR
FIRE	SEVERE	TANKER
FIRE	SEVERE	LADDER
FIRE	SEVERE	FORESTRY
FIRE	SEVERE	PICK-UP/UTILITY
FIRE	SEVERE	TRAILER/UTILITY
POLICE	STANDARD	DETECTIVE
POLICE	STANDARD	ADMINISTRATIVE
POLICE	STANDARD	MOTORCYCLE
POLICE	STANDARD	PUBLIC RELATIONS
POLICE	SEVERE	CRUISER
TRANSFER STATION	SEVERE	LOADER
TRANSFER STATION	SEVERE	TRACTOR TRAIL
TRANSFER STATION	SEVERE	RACK
TRANSFER STATION	SEVERE	SEMI TRAIL
PLANNING DEVELOPMENT	STANDARD	INSPECTION
PLANNING DEVELOPMENT	STANDARD	ENFORCEMENT
TOWN HALL	STANDARD	CAR
TOWN HALL	STANDARD	VAN
MAINTENANCE	SEVERE	PICK-UP
HIGHWAY	STANDARD	PICK-UP
HIGHWAY	SEVERE	LOADER
HIGHWAY	SEVERE	DUMP TRUCK

APPENDIX B

VEHICLE USE CHECKLIST

The following is a minimum preventive maintenance checklist for all town vehicles.

DEPARTMENT ID: _____

WEEK BEGINING: ___/___/___

WEEK ENDING: ___/___/___

VMI #: _____

VEHICLE DESCRIPTION: _____

	SUN	MON	TUE	WED	THUR	FRI	SAT
MILES _____ HOURS _____							
OIL LEVEL							
RADIATOR LEVEL							
TRANSMISSION FLUID LEVEL							
WINDSHIELD WIPERS/ FLUID							
DIRECTIONALS							
VEHICLE LIGHTS							
HORN							
PARKING BRAKE							
TIRES (CONDITION/WARE) TIRE PRESSURE							
BODY/ OTHER DAMAGE							
JLMC ISSUED FIRST AID KIT							
SAFETY KIT)							
CLEANLINESS							

COMMENTS:

APPENDIX C

The following are minimum guidelines for both Severe Duty Vehicles and Standard Duty Vehicles preventive maintenance schedule.

SEVERE DUTY VEHICLE

SERVICE TYPE

- G.O.F., (Grease, Oil, Filter)
- Rotation of Tires
- Transmission Service
- Front-end Alignment
- Other

INTERVALS

- As determined by the Department Head but not to exceed 400 Hours.
- As determined by the Department Head
- At Least Once a Year
- At Least Once a Year
- As specified by the manufacturer

STANDARD DUTY VEHICLES

SERVICE TYPE

- G.O.F., (Grease, Oil, Filter)
- Rotation of Tires
- Transmission Service
- Front-end Alignment
- Other

INTERVALS

- As determined by the Department Head but not to exceed 5000 miles.
- As determined by the Department Head.
- At least Once a Year
- When Needed, or as determined by the Department Head.
- As specified by the manufacturer

APPENDIX D

VEHICLE MAINTENANCE TRACKING FORM

DATE:	VEHICLE ID #:	DESCRIPTION :
MILES:	HOURS:	DEPARTMENT:

MAINTENANCE / REPAIR DESCRIPTION:				
SUPPLIES:				
QTY	PART NUMBER	COST EACH	TOTAL	COMMENTS
TOTAL PARTS COSTS:				

REPAIRED BY:	TOTAL PARTS \$
LABOR HOURS:	TOTAL LABOR \$
LABOR RATE:	TOTAL REPAIR \$

APPENDIX F

VEHICLE REPLACEMENT GUIDELINE

Department	Vehicle Type	Replacement	Notes
Administration	Car	Every eight years	
Administration	Van	Every ten years	
*Police	Cruiser		
*Police	Cruiser	Every six years	
*Police	Staff Vehicle	Every six years	
Fire	Ambulance	Every six years	
Fire	Engines	Every twenty years	
Fire	Tanker	Every twenty years	
Fire	Staff Vehicle	Every six years	
Fire	Ladder	Every twenty years	
Fire	Forestry	Every ten years	
Fire	Pick-up/Utility	Every ten years	
Fire	Trailer/Utility	Every ten years	
Solid Waste	Mack Truck	Every twelve years	
Solid Waste	Trailer	Every twelve years	Overhauled every eight years
Solid Waste	Loader	Every eight years	
Solid Waste	Rack Truck	Every ten years	
Planning and Development	Car	Every six years	Assumes former cruiser
Maintenance	Pick-up	Every ten years	
Highway	Loader	Every eight years or 8,000 hours	
Highway	Dump Truck	Every six years	
Highway	Pick-up Truck	Every six years	

*Department Head to determine use of vehicle (i.e., front line, second line, staff).

The Department Head in working with the appropriate Town Officials will determine when used vehicles should be replaced based upon mileage, maintenance costs.