

APPROVED James O. Williams

VEHICLE MAINTENANCE AND REPAIR POLICY

I. GENERAL

The Fairbanks North Star Borough maintains and repairs its vehicle fleet in a defined, systematic manner to promote longevity and safe operation.

II. PURPOSE

This policy establishes procedures for maintenance on borough owned vehicles and rolling stock.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. Human Resources shall maintain this policy.

IV. POLICY

- A. The Vehicle Maintenance Division, (VMD) within the Transportation Department will be responsible for providing or coordinating all repairs, preventive maintenance, tire work, warranty/repair work, and any approved modifications including any aftermarket device installation on Borough owned vehicles.
- B. Each department shall be responsible for reporting and coordinating unscheduled vehicular work through the VMD's Maintenance Supervisor.
- C. Exceptions to this policy:
 - 1. Small equipment within the Parks and Recreation Department who have general mechanics to perform work on lawn mowers, chain saws, various other small engine powered equipment and the ice resurfacing machines.
 - 2. Departments having service contracts on heavy equipment.
 - 3. Borough owned vehicles operated by Fire Service and EMS contractors, who are subject to contract provisions concerning vehicle maintenance and operations.

V. PROCEDURE

- A. All vehicular work for borough owned vehicles (unless exempted in Section IV) must be coordinated through and approved in advance by the Vehicle Maintenance Supervisor. This applies to any maintenance, repairs, tire work, towing or modifications whether performed internally (by borough staff) or by outside contractors.

- B. All vehicle work will be performed by qualified maintenance technicians within the VMD or contractors selected by the VMD's Maintenance Supervisor.
- C. All vehicle work will be prioritized based on individual circumstances and vehicle importance with higher priority given to emergency response equipment.
- D. The VMD will be responsible for developing preventive maintenance (PM) schedules for all vehicles and equipment. The VMD will contact and notify departments when their vehicles are due for scheduled PM. It is each department's responsibility to assure vehicles are delivered to the VMD for scheduled PM appointments.
- E. Each department shall provide a monthly mileage report, specifying odometer readings, or hour meter readings for each vehicle to the VMD no later than 10 days after the end of each month.
- F. Vehicles that require body damage repair beyond the capabilities of the VMD will be performed by outside contractors. It will be the individual department's responsibility to contact and obtain the necessary quotes for this work, after initial contact with the VMD and Risk Management. After the repairs are complete, the vehicle will be delivered to the VMD for inspection before returning to service. It will be the individual department's responsibility to deliver and pick up the vehicle from the selected contractor. Vehicles requiring towing service will be coordinated through the VMD.
- G. The VMD will keep and maintain all vehicle maintenance records/files.

VI. SUPPLEMENTAL INFORMATION

A. References – None

B. Definitions

1. Aftermarket Devices – Any equipment or modifications which the vehicle wasn't originally equipped or ordered with. Examples include but not limited to, auto start devices, body modifications such as running boards, mudflaps, graphics or paint changes, wheels, any powertrain changes such as filter changes or electronic chips that modify operating parameters.
2. Heavy Equipment – Construction type machinery such as bulldozers, front end loaders, graders.
3. Preventive Maintenance – The planned routine inspection and maintenance which will extend the useful life of the vehicle and reduce downtime or failure.
4. Warranty Work/repair – Any repair that is covered by vehicle manufacturer, park manufacturer, or contractor warranty to include repairs authorized by extended warranty or service agreements.

C. Attachments – None

D. Revision History

DRAFT

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6/23/89