

 Corrections and Community Supervision DIRECTIVE	TITLE Scheduled Maintenance/Reports		NO. 3111
			DATE 3/17/2016
SUPERSEDES DIR #3111 Dtd. 4/24/2013	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. DESCRIPTION:** This procedure is designed to provide guidelines for the regularly scheduled maintenance of all vehicles owned and operated by the Department. Completion of reports is also covered as is the maintenance of a permanent record on all vehicles.
- II. REPORT/RECORD FORMS:** The following forms are to be used:
- A. [Form #1660](#), "Scheduled Maintenance/Report: Automobiles." Minibuses are to be included.
 - B. [Form #1661](#), "Scheduled Maintenance/Report: Trucks." All other buses are to be included.
 - C. [Form #1662](#), "Scheduled Maintenance/Report: Tractors/Loaders."
 - D. [Form #1581](#), "Motor Vehicle Control Record."
 - E. MP2 maintenance program may be utilized provided all required information contained in [Form #1581](#), [Form #1660](#), [Form #1661](#) and [Form #1662](#) is recorded and maintained as stated in the directive.
- III. SCHEDULING OF MAINTENANCE**
- A. Facility Vehicles: The Facility Maintenance Supervisor has the following responsibilities:
 1. Determines need for scheduled maintenance in the following manner:
 - a. Automobiles, Buses and Trucks: Use [Form #1590](#), "Operator's Vehicle Inspection" and mileage listed, to determine if scheduled maintenance is due and if any problems require servicing.
 - b. Tractors/Loaders: Use [Form #3111A](#), "Vehicle Performance Log," to determine hours used and time of next scheduled maintenance.
 2. Inspection and maintenance intervals are to follow inspection intervals or the vehicle manufacturer's recommendations.
 - a. Special: Perimeter Patrol Vehicles are to have oil and filter change as determined by the Maintenance Supervisor. When determining oil change intervals, the Maintenance Supervisor shall consider hours of operation as well as mileage.
 - b. Prepares appropriate form ([Form #1660](#), [Form #1661](#) or [Form #1662](#)), if maintenance is scheduled.
 - B. Central Office and Community Supervision Vehicles: Maintenance should be scheduled in accordance with ARI preventative maintenance coupons and vehicle manufacturer's recommendations.

IV. INITIATION OF MAINTENANCE: The Mechanic:

- A. Pulls form and initiates maintenance according to priorities set by Maintenance Supervisor;
- B. Checks-off items as they are completed;
- C. Signs and dates form upon completion; and
- D. Returns form to Maintenance Supervisor.

V. MAINTENANCE OF RECORDS: The Maintenance Supervisor or designee:

- A. Updates [Form #1581](#), "Motor Vehicle Control Record," entering all pertinent data relative to the vehicle's history, including such items as parts installed, clutch, transmission, engine overhaul and major repairs; and
- B. Files both forms in vehicle folder for reference.
- C. Retention of [Form #1581](#) shall be for the life of the vehicle.
- D. Retention of [Form #1660](#), [Form #1661](#), and [Form #1662](#) shall be one year.
- E. Retention of [Form #1590](#) shall be one year. MP2 maintenance program may be utilized provided all required information contained in [Form #1581](#), [Form #1660](#), [Form #1661](#), and [Form #1662](#) is recorded and maintained as stated in the directive.