

MAINTAINING/REPAIRING A COUNTY VEHICLE

SUMMARY

Routine scheduled maintenance for County vehicles is performed in conjunction with the Internal Services Department (ISD) Fleet Management Preventative Maintenance (PM) Program, which is vital to vehicle safety and minimizes costly repairs over the life span of a vehicle. This PM program is established based on industry best practices and within the guidelines of the Government Fleet Management Alliance's (GFMA) standards, which mandates 95% PM compliance of all serviced vehicles with the remaining 5% of vehicles requiring PM are accounted for via scheduling. PM checks occur at regular mileage intervals in order to make prescribed adjustments, change appropriate fluids, replace filters, and detect faulty components. Unscheduled mechanical and body damage repairs may be needed between preventative maintenance checks and are also handled by the ISD Fleet Management Division.

Note:

Some Departments maintain their own fleet, such as Aviation, PROS (maintenance), WASD (heavy), Fire (Fire apparatus), and Transit (Buses).

PROCEDURE

For Routine, Scheduled Maintenance

- 1) Vehicles maintained by ISD Fleet Management Division are issued a preventive maintenance (PM) "sticker". This sticker is located on the left-hand side of the windshield and indicates the mileage at which PM is required. A new sticker with updated information indicating the mileage at which the next PM is due is provided after each maintenance check. In addition, ISD Fleet Management will e-mail Transportation Coordinators a monthly "PM Due" report.
 - a. Drivers are responsible for bringing their vehicles to the assigned maintenance shop for PMs in accordance with the mileage indicated on the PM sticker. Additionally, maintenance shops may advise Departmental Transportation Coordinators or designees of vehicles due for PM, depending on established maintenance intervals on specific equipment groups.
- 2) Drivers or Transportation Coordinators should contact the shop where the vehicle is assigned in order to coordinate the use of a loaner vehicle and/or a scheduled appointment. The provision for a loaner vehicle is subject to availability and is based on departmental agreements. For questions related to loaner vehicle availability, please call your Departmental Transportation Coordinator or your assigned shop directly. Shop telephone numbers are listed below.
 - a. Loaner vehicles should be inspected for any damage, defects, or missing parts prior to removing from shop premises, as part of a pre-trip inspection by the operator. Any discrepancies should be reported to the Shop Supervisor immediately. Drivers will be held responsible for vehicle cleanliness and damages caused by the driver.
 - b. Loaner vehicles must be returned when the user department or driver has been notified that their assigned vehicle is ready for pick-up. The shop will notify the department when vehicle is ready.

For Unscheduled Maintenance

- 1) If a County vehicle becomes inoperative or susceptible to sustaining additional damage if driven, and in need of towing service, follow the "Towing a County Vehicle" Procedure Number 807.
- 2) If a vehicle requires repair, and will not sustain additional damage through temporary use, drive the vehicle to the assigned Fleet Management Shop.

Note:

- Failure to bring a vehicle in for preventive maintenance in a timely manner may result in a loss of fueling privileges and additional charges.
- Abuse to County vehicles as a result of lack of proper care and/or maintenance may result in additional charges and notification of incident to departmental Transportation Coordinator.

Fleet Management Maintenance Shops

| Light Equipment Shops | | | |
|--------------------------------|-----------------------------------|----------------|--------------|
| Shop | Address | Phone # | Fax # |
| Shop 1 Main | 703 NW 25 th Street | 305-638-6071 | 305-638-5790 |
| Downtown Motor Pool | 201 NW 1 st Street | 305-375-4053 | 305-375-3650 |
| Police Headquarters | 9105 NW 25 th Street | 305-471-2930 | 305-593-8867 |
| South Dade Gov't Center | 10740 SW 211 th Street | 305-251-3125 | 305-232-2434 |
| Station 1 | 5975 Miami Lakes Dr. | 305-557-9844 | 305-828-1405 |
| Station 2 | 799 NW 81 st Street | 305-691-3134 | 305-694-8672 |
| Station 5 | 7707 SW 117 th Avenue | 305-271-5342 | 305-275-8901 |
| Station 6 | 15665 Biscayne Blvd. | 305-947-4429 | 305-948-9923 |
| Station 8 | 10000 SW 142 nd Ave. | 305-383-6820 | 305-382-1445 |
| Station 9 | 18802 NW 27 Ave. | 305-627-7180 | 305-623-6525 |
| Shop 2-Auto | 6100 SW 87 th Avenue | 305-273-4127 | 305-271-9531 |
| Shop 3-Auto | 8801 NW 58 th Street | 305-470-1787 | 305-499-5466 |
| Heavy Equipment Shops | | | |
| Shop 2-Truck | 6100 SW 87 th Avenue | 305-273-4125 | 305-270-4912 |
| Shop 3-Main | 8801 NW 58 th Street | 305-591-9515 | 305-470-1613 |
| Shop 3A-Northeast | 18701 NE 6 th Avenue | 305-652-0764 | 305-770-3142 |
| Shop 3B-SW | 7900 SW 107 th Avenue | 305-279-5050 | 305-273-7418 |
| Shop 3C-Const./Weld | 8801 NW 58 th Street | 305-477-1008 | 305-499-5466 |
| Shop 3D | 10820 SW 211 th Street | 305-233-5297 | 305-255-5345 |
| Heavy Tire Shop | 8801 NW 58 th Street | 305-470-1769 | 305-499-5466 |

CONTACT(S):

Department/Division

Internal Services Department/Fleet Management Division

REFERENCE DOCUMENT

Administrative Order 6-2, Assignment, Acquisition, Maintenance, and Disposal of County Vehicles
 Procedure Number 807, Towing a County Vehicle.