

Policy: Fleet Management – Vehicle Maintenance Operations

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

Fermilab vehicle maintenance program

1. Purpose

The purpose of this policy is to describe FNAL's vehicle maintenance program per 41 CFR 102–34.275.

2. Scope / Applicability

This policy applies to all FNAL personnel and operations involved with the maintenance of FNAL fleet vehicles.

3. Policy

3.1. General

FNAL repairs and maintains only the motor vehicles owned, leased, or rented by the DOE in accordance with manufacturer's specifications and in compliance with the guidelines and requirements established by applicable federal and DOE regulations.

3.2. On-site repair / maintenance of motor vehicles

3.2.1. Perform inspections, certain repairs, preventive maintenance (greasing, changing oil, winterizing, etc.), and emergency road service on-site as required.

3.2.2. Perform preventative maintenance in accordance with the manufacturer's specifications.

3.2.3. Major repairs are usually be performed under contract.

3.2.4. Only repair government-owned vehicles when the repair cost is below the economic repair limit.

3.3. Other equipment

3.3.1. Material handling equipment - Maintenance and repair of material handling equipment includes: inspections, repairs, preventive maintenance (greasing, changing oil, winterizing, etc.).

3.3.2. Preventive maintenance and inspections are performed at six-month intervals for material handling equipment and 3 times per year for aerial lifts.

3.3.2.1. *Aerial lift equipment* – Maintenance and repair of aerial equipment includes: inspections, repairs, preventive maintenance (greasing, changing oil, winterizing, etc.).

3.3.2.2. *Other Heavy Mobile Equipment* - Utilization and maintenance of assigned heavy mobile equipment is the responsibility of that Division/Section.

3.3.2.3. *Miscellaneous Equipment* - On-site inspection, parts replacement and minor repairs may be performed miscellaneous equipment (i.e. rototillers, tractors, generators) in accordance with appropriate manufacturer's specifications and recommendations.

3.4. Contract maintenance

- 3.4.1. Vehicles requiring major repairs and/or rebuild may be repaired under subcontract by commercial facilities when laboratory personnel are unable to complete the work due to insufficient capability or capacity.
- 3.4.2. Assure the quality of off-site contractual maintenance/repair work via surveillance and or inspection.
- 3.4.3. Review and certify invoices from commercial off-site repair firms to confirm that the work performed was done in accordance with manufacturer's specifications and the charges are within price standards set by automotive "flat rate" manuals when applicable.

3.5. Preventive maintenance and safety inspections

- 3.5.1. Schedule and provide for all DOE – FNAL Owned and GSA vehicle repairs, preventative maintenance, and safety inspections.
- 3.5.2. If an inspection uncovers vehicle defects, they are repaired in accordance with paragraph 3.2.4.

3.6. Parts and supplies

Order parts and supplies from authorized distributors. Upon receipt, verify that materials match the required specifications.

3.7. Records and Reports

Record repair and maintenance data for all vehicle and miscellaneous equipment in the computerized asset management system database for eventual cost transfer and reporting purposes.

4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. **The Fleet Manager** implements procedures in support of this policy.
- 4.4. **Vehicle Maintenance Mechanics** are responsible for proper vehicle maintenance and repair.
- 4.5. **Division/ Section Custodians** are responsible for maintaining adequate utilization, reporting vehicle deficiencies, damages, accidents and making fleet vehicles available for maintenance.

5. Definitions

Economic repair limit: The threshold of expenditure where the cost to repair an item is greater than the cost to replace it.

6. Resources / Supporting Documents

6.1. Guidance: Computerized asset management tracking system; Asset Management Maintenance manual, 2008

6.2. Form: Preventive Maintenance checklist

7. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First Issuance

8. Approvals

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott <small>Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 10:13:46 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.03.05 16:56:51 -06'00'</small>