

Procedure: 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

Maintenance of motorized equipment

1. Purpose

The purpose of this procedure is to define FNAL's vehicle maintenance and safety inspection program for DOE government-owned and GSA motor vehicles and other motorized equipment including aerial lifts.

2. Procedure

2.1. Maintenance of motor vehicles

2.1.1. Facilities Engineering Services Section (FESS)- Site Services, Vehicle

Maintenance personnel schedule and provide all DOE – FNAL owned and GSA vehicle repairs, preventative maintenance and safety inspections

2.1.1.1. Vehicle custodians must bring vehicles assigned to them into the Vehicle Maintenance Department for all required maintenance

2.1.1.2. All vehicles are scheduled every six (6) months or 4,000 miles (or sooner if required) for a comprehensive preventive maintenance and safety inspection.

2.1.1.2.1. A qualified Vehicle Mechanic conducts the preventive maintenance and safety inspections.

2.1.1.2.2. The Senior Mechanic randomly re-checks maintenance in accordance with the preventive maintenance checklist IAW 41 CFR 102-34.275.

2.1.1.2.3. When defects are detected during the inspection, the Senior Mechanic assigns a vehicle maintenance mechanic to correct them as appropriate.

2.1.1.3. Perform certain services and repairs.

2.1.1.4. Respond to emergency road service requests as required.

2.1.2. The Fleet Manager (or designee) determines the economic repair limit prior to performing extensive repairs on any DOE owned vehicle.

The Fleet Manager or Senior Mechanic may arrange for an outside vendor to perform repairs exceeding the capacity or capability of the Vehicle Maintenance staff.

2.2. Other Motorized Equipment Maintenance

2.2.1. Sub-Contract service personnel perform repairs and preventative maintenance. Preventive maintenance and inspections are scheduled at six-month intervals for material handling equipment

2.2.2. Utilization and maintenance of assigned heavy mobile equipment is the responsibility of the respective Division/Section/Project. The Fleet Manager or designee coordinates with appropriate division/section/project personnel in obtaining authorization for repairs.

2.2. Aerial Lift Equipment

2.2.1. Maintenance and repair of aerial equipment includes: inspections, repairs, and preventive maintenance

2.2.2. Perform yearly preventative maintenance and inspections in three-month intervals.

2.2.3. Sub-Contract service personnel perform repairs and preventative maintenance.

2.2.4. The Fleet Manager or designee coordinates with the appropriate division/section/project to obtaining authorization for repairs.

2.3. Parts and Supplies

2.3.1. Vehicle Maintenance staff order parts and supplies from authorized distributors. Upon receipt, materials are verified that they match the required specifications.

2.3.2. Vehicle Maintenance performs a periodic inspection of miscellaneous in-stock parts.

3. Definitions

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

4. Responsibilities

4.1. The Property and Infrastructure Management System Owner approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

4.2. The FESS-Site Services Department Head is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

4.3. The Fleet Manager coordinates with subcontractor personnel to schedule preventative maintenance inspections and repairs.

4.4. Custodians bring vehicles to Vehicle Maintenance Department and assist in locating aerial lifts and other motorized equipment when called upon.



5. Resources / Supporting Document

Regulation: 41 CFR 102-34.275

6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

7. Approvals

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott  Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 11:38:09 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky  Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:49:22 -05'00'