

# Procedure: Fleet Management – Vehicle Maintenance Operations

Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

## 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 ISD 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 DOE Owned vehicles are scheduled every six (6) months or 4,000 miles (or sooner if required) for a comprehensive preventive maintenance and safety inspection; GSA Leased vehicles are annually (12) months or 7,500 miles.
    - 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 audits performed maintenance from the preventive maintenance checklist in accordance with 41 CFR 102-34.275.
    - 2.1.1.2.3 When defects are detected during the inspection of DOE Owned vehicles, the Senior Mechanic assigns a vehicle maintenance mechanic to correct them as appropriate.
    - 2.1.1.2.4 When defects are detected during the inspection of GSA Leased vehicles, GSA approval must be obtained via PO for all defects totaling more than \$100; the Senior Mechanic assigns a vehicle maintenance mechanic to correct them as appropriate.

2.1.1.3 Services and repairs in excess of \$100 are completed upon approval.

2.1.1.4 Respond to emergency road service requests as required.

2.1.2 The Vehicle Maintenance Supervisor determines the economic repair limit prior to performing extensive repairs on any DOE owned vehicle.

2.1.3 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. Aerial Lift yearly preventative maintenance and inspection in three-month intervals.

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

## 2.3. Parts and Supplies

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

2.2.4. 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.

### Acronyms

CFR	Code of Federal Regulations
DOE	Department of Energy
FNAL	Fermi National Accelerator Laboratory
GSA	General Services Administration

## 4 Responsibility

4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

4.2 **ISD-Site Services Department Head** is responsible for implementing

and managing changes to this procedure by assigning appropriate resources.

- 4.3 **Vehicle Maintenance Supervisor or Designee** 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 Documents**

**Regulation:** 41 CFR 102-34.275

**6 Revision History**

Version Number	Date	Author	Change Summary
0	03/04/2019	George Davidson, FNAL Fleet Manager	First Issuance
1	09/01/2024	Jenny Thorson FNAL Fleet Manager	Updates as result of FY22 audit findings.

**7 Approvals**

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	