

MSHL Transportation Services Vehicle Maintenance Plan - DRAFT

Maintenance Policy Statement

Milan Seniors for Healthy Living (MSHL) Transportation Service is dedicated to providing safe reliable vehicles for its employees and customers. Written procedures have been established to obtain daily pre-trip inspections, semiannual safety inspections and scheduled preventive maintenance in accordance with manufacturer's service intervals. We strive to complete vehicle repairs as efficiently and as quickly as possible. Individual vehicle records are maintained to document service intervals, warranty claims and equipment performance.

Daily Inspections

Daily inspections are performed by the driver. These inspections are a key element to the early detection and remedy of potential failures. These inspections will detect any visible problems, and will be conducted before the vehicle leaves the facility. If the vehicle is found to have significant defects it will be scheduled and fixed prior to being used. A vehicle pre-trip inspection will be performed each time a vehicle is to be used. These records will be kept with the daily paperwork needed to run and record transportation services.

Safety Inspections

Regularly scheduled safety inspections are also a key element to the early detection and remedy of potential safety-related issues. At a minimum, vehicle safety inspections must be performed every six months, using MDOT's Vehicle Safety Inspection Checklist. The safety inspections will emphasize everything affecting the safe operation of the vehicle. If the safety inspections are performed by an outside contractor, the mechanic must be certified for that particular class of vehicle and equipment. If the safety inspections find the vehicle to have significant defects, the vehicle will be scheduled and fixed prior to being used. Otherwise, the safety inspections will be reviewed and used to schedule other needed repairs and maintenance. These records will be kept in the appropriate vehicle's folder.

Routine Service and Maintenance Schedule

Preventive maintenance involves performing regularly scheduled maintenance services, adjustments, and inspections based on a predetermined interval of miles to minimize malfunctions. Routine service and maintenance is scheduled to meet or exceed manufacturers' recommended service intervals. Our methodology to determine when vehicle servicing is due is for the head driver to check the vehicle mileages on a regular basis and compare them with the service schedule. This ensures pre-established service intervals are not exceeded. Proactive vehicle maintenance is a primary goal of our maintenance program. Effective preventive maintenance means performing necessary repairs promptly to prevent further damage and to ensure vehicle safety. Removing a vehicle from active service until it is road-ready is also an option. These records will be kept in the appropriate vehicle's folder.

The head driver is responsible for ensuring all preventive maintenance and repairs are completed in a timely manner. All maintenance records are submitted to the MSHL executive director to ensure maintenance is not exceeding service intervals.

Record Keeping

Historical records are kept to substantiate maintenance is being performed according to the manufacturers' recommendations. All vehicle maintenance becomes part of the vehicle's historical record. Each individual vehicle's record includes six-month safety inspections and routine maintenance records. The recommended way to maintain vehicle histories is to place important forms (safety inspections, maintenance records, etc.) in separate folders for each vehicle. Daily inspections will be kept with the other daily paperwork needed to run the transportation service. The head driver ensures the maintenance work is being done in accordance with manufacturer's recommendations by periodically comparing maintenance records to MSHL Transportation Service's Vehicle Maintenance Plan. The Director ensures compliance for proper maintenance by meeting quarterly with the maintenance staff to review work that has been completed or is in process.