

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 508.01
SUBJECT: VEHICLE MAINTENANCE	INITIAL EFFECTIVE DATE: 04/04/91
TITLE: CONTACT PERSONS FOR VEHICLE REPAIRS AND MAINTENANCE	LAST REVISION DATE:

ADMINISTRATIVE DIRECTIVE:

The City of Denton owns and operates in excess of 637 pieces of equipment and vehicles which are repaired and maintained through the City's Garage facilities. In order to assure that proper maintenance service is provided and adequate preventive maintenance is performed on all City vehicles and equipment, the following directives are established:

1. Each division in the City owning and/or operating vehicles/equipment shall assign one individual per appropriate grouping of vehicles/equipment to function as the contact person with the Garage for all repairs and maintenance. Once these assignments have been made, each division shall notify the Fleet Services Superintendent of the name and phone number of the designee(s) along with a listing of vehicles/equipment they are responsible for. Divisions which experience changes in assignments and/or vehicles and equipment shall notify the Garage of any such changes.
2. Each piece of equipment shall be assigned to the primary user, who shall be responsible for routine maintenance, daily fluid level checks and daily maintenance, cleanliness and scheduling maintenance at the City Garage. The individual assigned responsibility for the routine inspection, minor preventive maintenance, and cleanliness and his/her supervisor shall be responsible for the required preventive maintenance. As a general guideline, proper preventive maintenance shall include checks of all vehicle fluid levels, tire pressures, lights, air pressure, lubrication, etc., on a daily basis for all vehicles/equipment which are used daily. Vehicles and equipment used less frequently should be checked prior to their use and on a weekly basis during period of non-use.
3. In order to ensure compliance, periodic unannounced inspections of all divisional vehicles/equipment shall be conducted by the appropriate division manager and/or department director.
4. Each division owning and/or operating vehicles/equipment shall be responsible for developing and implementing training programs relative to required preventive maintenance and operation of vehicles and equipment. These programs shall be aimed at new employees relative to existing equipment as well as existing employees and new equipment.
5. Each division shall provide feedback to the drivers/operators and/or responsible parties relative to the cost of repairs and maintenance on a regular basis, thereby promoting cost consciousness on the part of these employees.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

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6. City bid specifications shall require successful bidders to provide training for operators, their supervisors, and Garage mechanics on the operation and maintenance of specialized equipment such as street sweepers, backhoes, loaders, flushing trucks, bucket trucks, digger/derricks, etc.