



Park Maintenance Vehicle Use & Care Policy

During the documented Daily Vehicle Check, operators will check all fluid levels according to the operator/owner's manual. Operators will check and fill fuel, engine oil, windshield washer fluid, coolant, automatic transmission, power steering, and brake fluid and report to Vehicle Maintenance for servicing when/if required. Additionally, for vehicles with hydraulics, vehicle operators check and service hydraulic fluid reservoirs on special units or attachments. Operators will document the Vehicle Check on the daily log along with the current hours on the hour meter.

Vehicle operators will perform a visual inspection pre and post operation inspection—***walk-around prior to each use and end of operation***. The inspection WILL be documented before each use using the vehicle's check list. The vehicle operator will ensure the vehicle does not have unreported damage, visually low/flat tires, fluid leaks or puddles forming under the vehicle. Vehicle operators are responsible for checking and servicing Diesel Exhaust Fluid (DEF) levels for vehicles that require that product. At the end of each operation (vehicle returns to the service yard or end of day operation) the operator will assure the vehicle is FUELED, cleaned and ready for the next operator.

Tire pressure checks/adjustments will be accomplished by the 10th of each month and documented on the monthly vehicle check list.

Note: During the monthly tire pressure check/adjustment, operators will check spare tire pressure and adjust as needed (if applicable). Tighten loose nuts, bolts and screws and install windshield wiper blades (if needed).

Inspect and grease vehicles as required by the Owner's manual.

When operators discover discrepancies that can adversely affect the safety of personnel or the operation of vehicles/equipment and cannot be fixed by the operator; the operator will discontinue use, record discrepancy and report the discrepancy to their Supervisor and Vehicle Maintenance as soon as possible. If the discrepancy occurs outside normal duty

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hours, discontinue vehicle use, record discrepancy and notify the Supervisor and Vehicle Maintenance immediately if vehicle cannot be transported to the Service Center, notify the Supervisor and Vehicle Maintenance if the vehicle can be transported. Discrepancies for the following items are considered safety related and must be reported to Vehicle Management immediately: Tires, brakes, steering mechanisms, operating levers controlling power transmission, hoisting, dumping and tripping devices, warning lights such as turn signals, brake lights, emergency and rotating flashers, headlights, reflectors and clearance lights, windshield wipers and defrosters when weather conditions require them to be operated. Any other condition reasonably deemed a safety hazard.

City of Denton
Parks & Recreation Department