

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued 1/24

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<b>CHAPTER</b> Facilities	<b>CHAPTER</b> 09	<b>SECTION</b> 002	<b>SUBJECT</b> 0025
<b>SECTION</b> Transportation	<b>SUBJECT</b> Vehicle Maintenance		
<b>WRITTEN BY</b> Administrative Svcs. Div.	<b>REVIEWED BY</b> Latina K. Cates	<b>AUTHORIZED BY</b> Tracey Pingitore	

I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that agency vehicles receive maintenance inspections in accordance with these administrative procedures.

III. DEFINITIONS:

- A. Damage: Damage to vehicles is outlined in Standards of Reasonable Usage, Exhibit A.
- B. Maintenance: As defined in the owner’s manual, which accompanies the vehicle at the time of lease or purchase. This includes, but is not limited to, oil changes and engine tune-ups.

IV. STANDARD:

- A. The SCCCMHA Facilities Department shall ensure that agency vehicles have a regular maintenance schedule and Vehicle Safety Inspections as specified in the administrative procedures.

V. PROCEDURES:

**Facilities Supervisor/Designee**

1. Ensures all program vehicles have regular maintenance performed by a local licensed mechanic who can verify that the vehicle is safe and may be used to transport people we serve.
2. Maintains a file of maintenance performed.
3. Appoints designated staff to be responsible for regular vehicle inspections, maintenance and other needed vehicle service.

**Facilities Supervisor/Designee**

<b>CHAPTER</b> Facilities	<b>CHAPTER</b> 09	<b>SECTION</b> 002	<b>SUBJECT</b> 0025
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4. Inspects vehicle every 3,000 (or 5,000 depending on model year) miles, particularly the items outlined in Exhibit B, "Vehicle Safety Check" form.
5. Ensures that all damages and safety issues found during inspections are completed at the earliest possible date, taking into consideration service needs.

#### **Designated Staff**

6. Reports to the Supervisor that vehicle repairs have been completed.
7. Ensures and monitors that vehicles are properly maintained, particularly oil changes, engine tune-ups and tire rotation by using Exhibit B, "Vehicle Safety Check" form.
8. Notifies the Supervisor and obtains approval when vehicle maintenance is needed.
9. Makes arrangements for vehicle maintenance to be completed at the earliest possible date, taking into consideration service needs of the people we serve.
10. Completes "Vehicle Safety Check" form upon completion of vehicle maintenance and notifies the Supervisor.

#### **All Staff**

11. Notifies Facilities Supervisor/designated staff person if he/she becomes aware of any vehicle damage or needed vehicle maintenance within twenty-four (24) hours of becoming aware of vehicle damage or needed maintenance. Staff can also leave a comment regarding damage or maintenance needed in the appropriate section of the Fleet Commander software when returning a vehicle key.

#### **Designated Staff**

12. Notifies the Supervisor of needed repairs or maintenance needs within twenty-four (24) hours.

#### VI. REFERENCES:

None Available

#### VII. EXHIBITS:

- A. Standards of Reasonable Usage
- B. Vehicle Safety Check form

#### VIII. REVISION HISTORY:

Dates issued 06/92, 01/93, 01/96, 03/98, 02/00, 02/02, 02/04, 02/06, 02/08, 02/10, 12/11, 07/13, 07/14, 07/15, 07/16, 07/17, 07/18, 07/19, 03/21.

STANDARDS OF REASONABLE USAGE

**The Standards of Reasonable Usage is a guide and is not all inclusive**

1. The vehicle must be in good mechanical condition with no missing parts.
2. TIRES – A matching set of five (5) tires with at least 25% of tread remaining.
3. BODY – No scratches or dents, except from reasonable and normal usage.
4. PAINT – No scratches, chips or rusted areas except from reasonable usage.  
  
    No mismatch of paint  
  
    No special fleet colors or identification
5. GLASS – WINDSHIELD – No cracks, scratches, pits or chips  
    No windows cracked or broken  
    No inoperative window mechanisms  
    No broken lenses or sealed beams
6. CHROME AND OTHER BRIGHT METAL EXTERIOR TRIM:
  - BUMPERS – No dents, scratches or broken grills except from reasonable and normal usage.
  - GRILL – No dents, scratches or broken grills except from reasonable and normal usage.
  - Other firm parts including head/tail lights, bezels – No single indentation series of smaller dents in the same piece of molding except from reasonable and normal usage.
7. INTERIORS – Seats, seat backs, headlining, door panels or carpeting torn, damaged or burned; seat belts, wheel chair/safety restraint devices are secure; first aid kits are in vehicles with procedures for handling emergencies.
8. HVAC – Heating and air conditioning will be maintained as deemed necessary.

## CMH Vehicle Safety Check

Program: \_\_\_\_\_ Driver for Safety Check: \_\_\_\_\_  
 Van#: \_\_\_\_\_ License: \_\_\_\_\_  
 Date: \_\_\_\_\_ Mileage: \_\_\_\_\_ Next Oil Change: \_\_\_\_\_

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Comments

TIRE RECOMMENDATION:		
Front & Rear Depends on Tire		
Spare Depends on Tire		
OIL: Added/Changed every 3,000 miles		
FLUID: Leaks under vehicle		
BATTERY		
BRAKE FLUID		
RADIATOR LEVEL		
Anti-Freeze (added?)		
Flush & Fill @ 50,000 and 75,000 miles		
WINDSHIELD: Washer Fluid		
TRANSMISSION: Fluid (added?) (burned?)		
LIGHTS: Driving, stop, turn, emergency		
WINDOWS & WIPERS: Note chips & cracks.		
Replace wiper blades when needed (KING approves)		
MIRRORS		
BRAKES: Good pedal		
Check brake pads		
TIRE ROTATION every 6,000 miles		
AIR FILTER: Replace when needed (KING approves)		

**Facilities staff to ensure First Aid Kit is sealed and full.**  
**Facilities staff to do tire rotations every other oil change!**