

## **Unit Order: 2009-04 VEHICLE INSPECTIONS AND SERVICE**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish a method to track and document the maintenance and condition of County vehicles assigned to Facilities Services Bureau (FSB).

### **SCOPE OF ORDER:**

This order shall apply to all FSB personnel.

### **ORDER:**

Personnel assigned an FSB County vehicle shall comply with requests for vehicle information such as mileage. Personnel shall be responsible for maintaining and scheduling vehicle service without delay.

Personnel shall be required to forward any documentation of completed service repairs and routine service reports to the FSB Vehicle Fleet Coordinator.

Vehicle service intervals are established by fleet management. It is the responsibility of every driver to conduct a vehicle inspection prior to using any County vehicle. This inspection shall include a check of all fluid levels, tire pressure, lights, etc., to ensure the vehicle is in working order. If a defect is found, it shall be brought to fleet management's attention for repair.