SUPPORT SERVICES

Vehicle Preventive Maintenance and Repair

I. Purpose - The purpose of this regulation is to define the vehicle preventive maintenance and repair system for vehicles owned by Prince William County Public Schools (PWCS) and to establish procedures for implementation.

II. Scope – The vehicle maintenance system used by PWCS consists of two components: the first is scheduled periodic preventive maintenance inspections and services; and the second is the unscheduled repair of vehicle defects and faults. The maintenance and repair program is intended to accomplish the following goals:

A. Ensure that vehicles are safe and serviceable;

B. Ensure economical operation of the vehicle;

C. Increase the life of the vehicle; and

D. Increase the availability of vehicles assigned to the various offices and departments.

III. Procedures – The following procedures will be used for scheduled and unscheduled maintenance services and repair of School Board owned vehicles.

A. General

1. The Office of Transportation Services will maintain a staff of qualified automotive technicians for the maintenance and repair of county vehicles.

2. The Director of Transportation Services may augment maintenance services through the use of contracted commercial vendors as required.

B. Scheduled Maintenance Inspections and Services

1. The Director of Transportation Services, or representative, will assign vehicles to one of the five Vehicle Services maintenance facilities for preventive maintenance and repair.

2. The Office of Transportation Services will notify office directors and department heads of the month in which scheduled preventive maintenance inspections are due.

3. Office directors/department heads, vehicle operators, or designated individuals will assure that appointments are made to support scheduled preventive maintenance inspections and services for assigned vehicles.
4. The assigned vehicle operator will deliver the vehicle to the assigned maintenance facility for service which is determined by the “due for service” mileage on the service sticker located in the driver compartment area.

5. The vehicle operator shall complete a Driver’s Report of Vehicle/Equipment Defects form (available in each maintenance facility) and submit the form to the transportation shop foreman, or a designated representative, when the vehicle is delivered to the maintenance facility.

C. Unscheduled Vehicle Repairs

1. The vehicle operator is responsible for reporting faults or mechanical failures to the assigned vehicle maintenance facility (if the vehicle can be safely driven). The operator should immediately discontinue use of a vehicle with a defect or condition which is unsafe, could potentially cause further damage to the vehicle, or violates current motor vehicle laws and regulations.

2. Unscheduled repairs will be provided by the same maintenance facility that is assigned responsibility for scheduled preventive maintenance service.

3. The vehicle operator shall complete a Driver’s Report of Vehicle/Equipment Defects form (available in each maintenance facility) and submit the form to the transportation shop foreman, or a designated representative, when the vehicle is delivered to the maintenance facility.

4. Vehicle Services personnel will be responsible for on-location repairs or for towing the disabled vehicle to the maintenance facility for repair. Vehicle Services personnel shall notify office directors/department heads, or a designated representative, when the vehicle repairs have been completed.

5. The vehicle operator shall report all vehicular crashes (both major and minor) from the scene. Reporting procedures are located in each county vehicle on the “What To Do In Case Of A Crash” card. (See Regulation 441.01-3 for a complete description of crash reporting procedures.)

6. Vehicle operators who are authorized to take PWCS vehicles home shall ensure that the vehicles are parked/garaged so that they are easily accessible to maintenance staff/recovery vehicles.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2018.