



## Fleet Management Plan PRC



### Policy for Fleet Management

***\*All fleeted vehicles and big equipment have regular scheduled maintenance and where required NYS Registration and Inspections performed by the mechanics for Westchester County/DPW's Central County Garage, done every six months. All major repairs are done by DPW garage or an outside automobile repair shop contracted by the County. For scheduled maintenance please refer to the monthly calendar list that is sent to the department.***

#### **Department of Public Works Fleet Management Responsibilities:**

- Six-month preventative maintenance multi point inspections
  - Oil changes
  - Tire inspection and rotation
  - Brake inspection and replacement
  - Exterior inspections
    - Horn Operation
    - Head lights/tail lights/turn signals/brake lights/hazard warning lights/exterior lamps
    - Windshield wiper and washer operation
    - Windshield glass
    - Fuel tank and cap gasket inspection
  - Interior inspection
    - Dome light/map light/dimmer combination meter (if applicable)
    - Cabin air filter
    - Parking brake operation
    - Check all floor mats
  - Underneath the hood
    - Air filter
    - Battery state of health (cables/clamps/corrosion)
    - Cooling system
    - Hoses (cracks/damage/leaks)
    - Drive belts (cracks/damage/wear)
    - Radiator core/air conditioner condenser (if equipped)
  - Fluids
    - Oil level
    - Windshield washer
    - Coolant
    - Power steering (if equipped)
    - Brake reservoir
    - Clutch reservoir (if equipped)
    - Transmission/transaxle
    - Differential (if equipped)
    - Transfer case (4WD models)

- Underneath the vehicle
  - Propeller/drive shaft (damage/leaks/U-joints)
  - Drive/CV shaft (damage/leaks/boots)
  - Axle hub and bearing
  - Steering linkage (damage/leaks/worn components)
  - Suspension (damage/leaks/worn components)
  - Fluid leaks (engine/transmission/differential)
  - Exhaust system (damage/leaks/corrosion)
  - Fuel lines and connections/fuel tank bands/fuel tank
  - Vapor vent system hoses (damage/leaks/corrosion)

**PRC Fleet Management Responsibilities:**

- Daily visual inspections of all vehicles before use
- Check fluid levels
- Check tire pressure
- Weekly cleaning of all vehicles (vacuuming, washing windows etc.)
- Proper use of vehicles and large equipment at all times

***\*Smaller equipment is maintained at the facility it is fleeted to. In house mechanics perform scheduled preventative maintenance on smaller equipment. Please see PM for smaller equipment below.***

**PRC Fleet Management of Small Equipment:**

- **2 cycle engine equipment**
  - Check and replace air filter if clogged or dirty.
  - Check and replace fuel filter if blocked or dirty.
  - Check and replace spark plug if needed.
  - Check spark arrestor /remove and clean if needed.
  - Check fuel lines for leaks and flexibility.
  - Clean air cooling fins as needed.
  - Drain fuel when storing long term.
  - Grease any fittings as required.
  - Clean off dust and debris after use.
- **4 cycle engine equipment**
  - Check crankcase oil level before use.
  - Check and replace air filter if clogged or dirt.
  - Check and replace fuel filter if blocked or dirty.
  - Check and replace spark plug(s) if needed.
  - Check spark arrestor /remove and clean if needed.
  - Check fuel lines for leaks and flexibility.
  - Clean air cooling fins and screens as needed.
  - Drain fuel when storing long term.
  - Grease any fittings as required.
  - Clean off dust and debris after use.

***\*For all scheduled maintenance or problems with equipment please alert your immediate supervisor and contact the county garage (for vehicles and large equipment) or your designated in house mechanic (for small equipment). Thank You...***

Last Review: October 2023

Last Updated: