

Kings Community Action Organization

Administrative Policy

AP: 6200

Facilities: Vehicle Maintenance

Vehicle Maintenance

Purpose: Ensure that agency vehicles are kept in good repair to minimize accidents and to extend operation of vehicles.

Policy: It is the policy of KCAO to inspect all agency vehicles (e.g. box trucks, sedans, buses, etc.), except personal vehicles, on a routine basis. The Facilities Department is responsible for ensuring vehicles are serviced/maintained according to the manufacturer's recommended schedule. Any safety problems should be reported by the vehicle operators to the Facilities Department immediately for proper follow-up.

Each time an agency vehicle is used, the driver will complete a vehicle usage form that will include a pre-trip inspection, the driver's name, usage date, purpose, miles driven, and a comment section to note any safety or maintenance issues. The vehicle usage forms will be retained by the Facilities Department for seven years.

KCAO employees will be instructed concerning the proper way to report maintenance and repair needs (e.g. flat tire, broken seat belt).

The Facilities Department will schedule and document the maintenance of all agency vehicles. Maintenance records will be retained as long as the vehicle is owned or leased by KCAO.

The Executive Director or designee may develop administrative guidelines to enforce a fair and consistent application of this policy.

References:

- Vehicle Usage Form
- Vehicle/Cargo Van Quarterly Inspection Form

Adopted by Board of Directors: November 18, 2020