

Effective January 2, 2013, Vector Fleet Management (VFM) is the dedicated contractor to provide ALL Fleet Maintenance and Repair for Ector County vehicles and equipment.

\*\*\* Maintenance Facility Hours of Operation: Monday through Friday, 8:00 am to 5:00 pm \*\*\*

**For any Maintenance or Repair during Normal Business Hours: Call (432) 381-0229**

**For Maintenance or Repair Needs after Normal Business Hours or on Weekends: Call (435) 241-0191**

**\* To request repair or maintenance, click [HERE](#) to complete form and send via e-mail to [jgonzalez@vectorfleet.com](mailto:jgonzalez@vectorfleet.com) \***

### **Brian Fowles**

*On Site Manager*

**Office: (432) 381-0229**

**Cell: (435) 241-0191**

**e-mail: [bfowles@vectorfleet.com](mailto:bfowles@vectorfleet.com)**

### **Julie Gonzalez**

*Lead Facility Administrative Assistant*

**Office: (432) 381-0229**

**Fax: (432) 381-0295**

**e-mail: [jgonzalez@vectorfleet.com](mailto:jgonzalez@vectorfleet.com)**

## **Preventive Maintenance (PM) Service Protocol**

- All PM services are completed on a schedule basis.
- PM Due notifications will be automatically e-mailed to all Department Heads with copy to the County Equipment Services Director. Once notification is sent,
  - it is the responsibility of each department head to schedule time for PM by calling: (432) 381-0229 or e-mail **Julie** at [jgonzalez@vectorfleet.com](mailto:jgonzalez@vectorfleet.com) or **Brian** at [bfowles@vectorfleet.com](mailto:bfowles@vectorfleet.com),
  - deliver vehicles or equipment due for PM at the Equipment Services Facility, located at **7613 W. Dunn Street, Odessa, TX 79763**.
  - If a department believes any of its vehicle(s)/unit(s) is due for PM, or an operator believes his/her unit is due for a PM but was not notified, please contact VFM immediately.
- Based on the level of PM due, some units can be serviced while the operator waits. The estimated PM duration will be provided at the time of scheduling.
- Additional maintenance needs identified during the PM process will be communicated to the User/Department and the decision made will determine whether to:
  - complete repairs immediately, or
  - schedule an additional visit.
- Texas State Inspections is set up at the facility and all state inspections due will be provided as required by VFM during all PMs, or when requirement is due for all vehicles and/or equipment.

## **Repair Service Protocol**

- When a unit requires repair: **Call (432) 381-0229** or stop by the shop and see **Julie Gonzalez** or **Brian Fowles**.
- VFM will diagnose the repair and propose solution.
  - If repair can be remedied under one (1) hour, VFM will do the utmost to complete work as a *Quick-Fix* item (e.g., flat tire repair, lightings, etc.).
  - If repair cannot be remedied within one (1) hour, a repair appointment will be scheduled promptly.

**NOTE:** If unit that is in for repair is **locked** due to PM Past Due Status, VFM will complete the required PM Service first before completing the repair.