

ECTOR COUNTY
VEHICLE USER'S MAINTENANCE POLICY

Operators of county-owned vehicles or equipment are responsible for:

- a. Operating the vehicle or equipment in a legal, safe and sensible manner.
- b. Taking vehicle or equipment to Vehicle Maintenance facility for regularly scheduled maintenance functions as instructed. (Minimum requirements for vehicles: Oil and filter change every 5,000 miles or 5 months.)
- c. Checking and maintaining proper crankcase oil level, tire inflation pressures and radiator water level.
- d. Reporting any and all problems or abnormal conditions to the Vehicle Maintenance Department immediately.
- e. Completing a form (Maintenance Request) identifying the work requested, when submitting a vehicle or equipment to Vehicle Maintenance for regular maintenance or repairs.

The following is the County's Tire Repair Policy:

GROUP I – (All vehicles with Gross Vehicle Weight, GVW, rating of 1 ton and below and equipped with a spare tire).

- a. Operators will change flat tire and deliver it to Vehicle Maintenance for repair.
- b. Exception: Passenger Vans with female operators or qualified operators with physical disabilities, who request assistance as an accommodation, will receive full field service. (Refer to Employee Handbook, Section 1.09 Disability Accommodation)

GROUP II – (All vehicles with GVW of 1 1/2 ton and above or vehicles without a spare tire).

- a. Operators should contact vehicle maintenance for repair.
- b. Exception: Where vehicle is rendered inoperable because of a flat tire (i.e. front axle of dual tired equipment) service will be provided by Vehicle Maintenance.

GROUP III – (All other vehicles and equipment not included in GROUP I or II. Generally lawnmowers, farm tractors, forklifts, loaders and other miscellaneous equipment).

- a. Operators will remove flat tire and deliver it to the Vehicle Maintenance for repair.
- b. Vehicle Maintenance will attempt to repair or replace tire while operator waits.

If a Department Head/Elected Official feels a need for personnel training in tire changing, Vehicle Maintenance will provide this training as requested.

Every employee is responsible for being familiar with this complete policy.