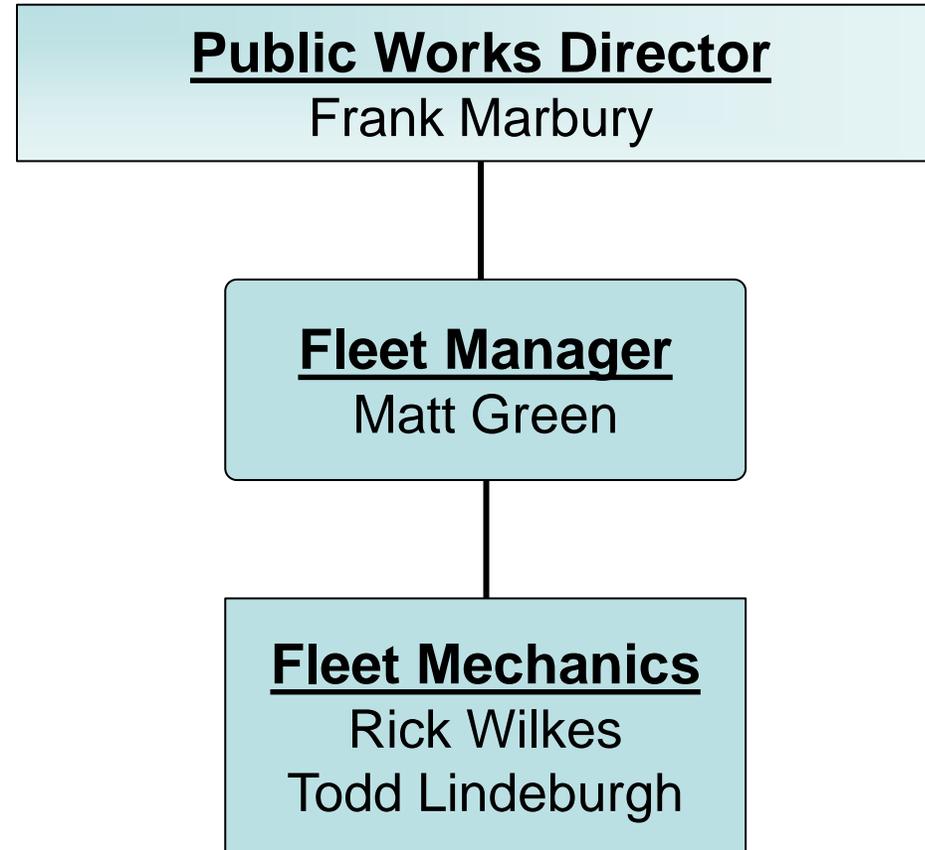

Town of Chino Valley Fleet Division

April 2024



Fleet Division



Fleet Division

Mission

To provide safe, reliable vehicles and equipment to all Departments within the Town of Chino Valley, by administrating efficient, quality service and repairs on all Fleet Assets.



Fleet Division

Program Description

The Fleet Maintenance Department of the Public Works Division provides maintenance and repair services to the Town of Chino Valley Fleet assets.



Fleet Division

Fleet Maintenance provides services to the:
Police Department, Senior Center, Recreation
Aquatics, Streets Department, Facilities Group,
Public Works and Engineering, Library, MIS,
Development Services, and Town Hall





Fleet Division

Town Assets range from small engines and UTV's to motor graders and heavy trucks.



Fleet Division

- Responsible for over 170 vehicles and pieces of equipment
- **SCHEDULED PREVENTIVE MAINTENANCE** is one of our top priorities
- Fleet averages 10 Work Orders per week
- These include in shop and on-site mobile repairs



Fleet Division

Daily OPERATIONS

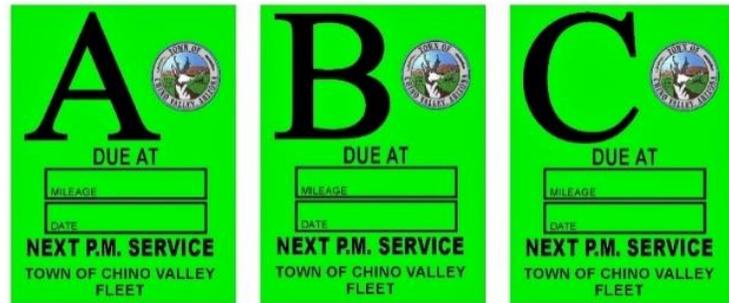
- (PM) PREVENTIVE MAINTENANCE
- Vehicle diagnostics
- Tire replacement and repair
- Welding fabrication
- Hydraulic repairs



Fleet Division

Accomplishments completed in FY 2023

- Developed and implemented new Preventive Maintenance Program per industry standards to include intervals and sequence of maintenance. This reduces lifetime costs and improves reliability.
- Developed Standard Work for new Preventive Maintenance Program to include condition and safety inspections.



Vehicle Inspection Report

Name: _____ VIN: _____ Mileage: _____
Make: _____ Model: _____ Year: _____

Inspection		Tires	
Lights	<input type="radio"/> <input type="radio"/> <input type="radio"/>		
Windshield	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Brakes	
Wipers	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Front	<input type="radio"/> <input type="radio"/> <input type="radio"/>
Horn	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Rear	<input type="radio"/> <input type="radio"/> <input type="radio"/>
Cabin Filter	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Comments	
A/C	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Air Filter	<input type="radio"/> <input type="radio"/> <input type="radio"/>		
Oil/Fluids	<input type="radio"/> <input type="radio"/> <input type="radio"/>		
Belts	<input type="radio"/> <input type="radio"/> <input type="radio"/>		
Suspension	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Inspected by: _____ Date: _____	
Steering	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Designed by www.themechanicdoctor.com	
Exhaust	<input type="radio"/> <input type="radio"/> <input type="radio"/>		

Fleet Division

Accomplishments completed in FY 2023

- Migration of all assets into Fleet management software
- Performed weekly visual audits of Fleet Functions to identify and reduce waste and improve efficiency.

Standard Work for: Vehicle & Equipment Safety Inspections

Description of the task:		Perform safety inspections on vehicles/equipment	Revision Date:	4/12/22
Process Owner:		Fleet Personnel	Revision #:	1 st
Purpose:		To improve safety and customer satisfaction	Document Owner: Matt Green	
Supplies & safety equipment required:		Fish-eye mirror or assistant, tire pressure gauge, shop rag.		
WHAT?	Important Steps: List the critical steps of the operation that advance the work	HOW?	Key Points: List the tasks that allow you to complete the steps successfully.	Include a picture, a map, additional contacts or resources that are relevant for success when performing this job
1	Inspect all lamps, head, turn, brake, and marker. Ensure they are functional, with lenses intact and free of damage.	Using fish-eye mirror or assistant verify operation of all lamps to include brake and turn signals.		Repair at that time unless excessive amount of time is required to replace a bulb or parts are not in stock. Schedule repair before vehicle is delivered.
2	Inspect mirrors for presence, clarity.	Mirrors should not be cracked or missing		If noted schedule repair or replacement
3	Inspect all glass for presence, clarity. Inspect wiper arms and blades.	Glass should not be cracked, chipped or missing. Wipers and wiper arms intact and functional.		If noted schedule repair or replacement
4	Inspect and set tire pressures to specification, not to include spare tire (PM only)	Inspect tires for obvious damage. Adjust pressure to specification listed on builder decal on the door jamb. (not to sidewall max/min)		If noted schedule repair or replacement. No unsafe tire can leave the shop. Vehicle will be red tagged for safety.
5	Check vital fluids for correct level. Auto and light truck.	Auto and light truck check: engine oil, coolant, brake fluid, power steering, and washer fluid levels. Check transmission fluid level only if warm.		Correct fluid level immediately, before vehicle is delivered to customer. Observe all safety measures related to hot fluids and pressurized cooling systems. This is visual only.
6	Check vital fluids for correct level. Heavy duty truck and equipment.	Heavy truck and equipment check: engine oil, coolant, brake fluid, hydraulic oil, power steering, and washer fluid levels. Check transmission fluid level only if warm.		Correct fluid level immediately, before vehicle is delivered to customer. Observe all safety measures related to hot fluids and pressurized cooling systems. This is visual only.
7	All Trailers, inspect all towing and safety equipment.	Trailer coupler is intact and functional with locking or snap pin. Safety chains intact, including snap, "S", and clevis safety hooks. Break-away present and intact if applicable.		Missing safety devices must be replaced before the trailer can be towed.
8				
9				
10				

Fleet Division

Objectives for 2024

- Meet the vehicle and equipment needs of all Town departments with safety and customer satisfaction as top priorities.
- Continued use of Fleet Management Software system to improve service and accurately track Fleet asset costs.



Fleet Division

Objectives for Spring of 2025



Move Fleet Maintenance Department towards operating within National standards for fleets with 499 or fewer assets to better meet the growing needs of the Town.



Facilitate vehicle and equipment purchase and up-fit.



Up-fit is the installation of special equipment or features on an asset for a specific job, example, light bar and radio on a patrol car or crane and compressor on a wastewater truck.



Purchase of new vehicles as approved in the budget to meet Town needs and utilize all assets to ensure ROI.
