



LAWRENCE BERKELEY NATIONAL LABORATORY

Facilities Division – LBNL Facilities Division Work Instructions FLEET- 006

Effective Date: October 1, 2010

Title: Maintenance of Fleet Vehicles at LBNL

Application:

This procedure applies to all Motorized Fleet Vehicles and GEM Cars operated on the Lawrence Berkeley National Laboratory (LBNL) site.

Purpose:

The purpose of this procedure is to establish a method of Identifying Fleet Vehicles due for Maintenance and ensure appropriate documentation of the maintenance process.

Scope:

This procedure provides guidance to identify vehicle, mileage, date of previously completed maintenance and type of maintenance required.

Process

All Fleet vehicles will be listed, by license number, in the Fleet Maintenance Database. The list will include GSA, E-Plate and GEM cars.

The database will list the type of maintenance associated with each vehicle.

When a vehicle is within 100 miles or 30 days of maintenance being due the database field for that vehicle will turn yellow. This will be an indication for the Fleet Administrator to schedule the appropriate maintenance.

If vehicle maintenance for a vehicle is not completed within the mileage or number of day window the database field for that vehicle will turn red. This will be an indication to the Fleet Administrator that the vehicle maintenance for that vehicle is overdue. This indication will require immediate attention.

The following identifies the maintenance required for LBNL vehicles based on the classification of the vehicle:

GSA Vehicles	E-Plate Vehicles	GEM Cars
Daily: Visually inspect prior to operating.	Daily: Visually inspect prior to operating.	Daily: Re-charge Vehicles, visually inspect prior to operating.
Quarterly Inspections: By LBNL mechanic- check tires, lights, exterior condition, wiper operation, seat belt function, brake check, steering check, check of vehicle in general.	Quarterly Inspections: By LBNL mechanic- check tires, lights, exterior condition, wiper operation, seat belt function, brake check, steering check, check of vehicle in general.	Quarterly Inspections: By LBNL mechanic- check tires, lights, exterior condition, wiper operation, seat belt function, brake check, steering check, check of vehicle in general.
Every 3750 miles or 1 year, whichever comes first: Visual inspection of brake pads and tires by certified technician	Every 3750 miles or 1 year, whichever comes first: Visual inspection of brake pads and tires by certified technician	90 - Day Inspection: Preventative maintenance performed by authorized technician: <ul style="list-style-type: none">· Battery Electrolyte Level· Leaks and Spillage· Wheel Alignment

<p>Every 7500 miles or 1 year, whichever comes first: GSA maintenance</p> <p>Every 30,000 miles for sedans and 60,000 for light trucks and SUVs: Minor tune-up. Replace fuel filter and air filter.</p> <p>Every 100,000 miles: Replace spark plugs.</p>	<p>Every 7500 miles or 1 year, whichever comes first: Oil change</p> <p>Every 60,000 miles: Minor tune-up. Replace fuel and air filters.</p> <p>Every 100,000 miles: Replace spark plugs.</p>	<ul style="list-style-type: none"> · Brake Fluid Levels · Brake Lines · Electrical Connections · Transaxle Fluid Levels · Plug Receptacle Outlet · Charging Operation · Road Evaluation · Seat Belt Operation · Differential Inspection · Pack Latch Operation · Post Connections & Crimps · Tire Pressure/Wear · Hydraulic Brakes · Parking Brake Operation · Lighting Systems · Reverse Warning Labels · Grease Zerk Fittings · Wiper Operation · Half Shaft Inspection · Horn · Brake Drag
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After inspections are completed all abnormalities will be reported to the Fleet Administrator for resolution. Based on the level of the issue the Fleet Administrator or the Fleet Manager will determine whether or not a vehicle should be removed from service.

When vehicle maintenance is completed the Fleet Administrator will enter the updated information into the database.

Non-Operational Status

Vehicles that will not be driven, towed, stored, or parked on public roads or highways can be designated as being “Non-Operational” for the period of time the vehicle is not being operated. This designation must be approved by the Fleet Manager with concurrence from the Berkeley Site Office (BSO). Vehicles in this status will not be required to meet normal established maintenance criteria.

Prior to the vehicle being operated or placed on the road all maintenance must be performed and verified by the Fleet Manager. At that time the vehicle will enter the appropriate maintenance cycle.

Records

All vehicles are assigned a maintenance folder. The folders are filed by vehicle license number and segregated by classification (GSA, E-Plate or GEM Car).

The Fleet Administrator is responsible for maintaining and updating these folders.

Each folder will contain the pertinent maintenance information for the listed vehicle.

Examples include, but not limited to:

- Non-Engine Maintenance – visual inspection of brake pads and tires
- Date and mileage and description of all repairs.

- Engine Repairs – repairs to engine including electrical, troubleshooting, warning lights, battery, etc.
- Body Repairs – repairs to non-engine parts including tires, windows, collision repairs, etc.
- Engine (GSA) Maintenance – oil changes, minor tune up, replace spark plugs.

Contacts

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