



Policy Title: Vehicle Maintenance

Policy #: 09-002-0025

Effective Date: 04/2/2025

Approved by: Telly Delor, Chief Operating Officer

Functional Area: Transportation Department

Responsible Leader: Dann Hayes, Information Technology and Security Director

Policy Owner: King Thomason, Transportation Manager

Applies to: SCCCMH Staff, All occupants of vehicles conducting Agency Business

Purpose: To outline responsibilities regarding the regular maintenance, repair, and inspection of the Agency's vehicle fleet.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to ensure that agency vehicles receive maintenance inspections in accordance with these administrative policies.

II. Standards

- A. The SCCCMH Transportation Department shall ensure that agency vehicles have a regular maintenance schedule and Vehicle Safety Inspections as specified in the administrative policy.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Transportation Manager/Designee	Ensure the safety and reliability of vehicles within the Agency Fleet with regular inspections and compliance checks done by service professionals while maintaining records of the maintenance performed.
Designated Staff	Monitor service or repair needs of vehicles and communicates the need, costs associated, and services completed to the Transportation

Position	Responsibilities
	Manager/Designee and completing necessary forms.
All Staff	Communicate vehicle maintenance concerns or damages to designated staff within 24 hours of becoming aware of need.

Actions

Action Number	Responsible Stakeholder	Details
1.0	Transportation Manager/Designee	<ol style="list-style-type: none"> 1. Ensure all program vehicles have regular maintenance performed by a local licensed mechanic who can verify that the vehicle is safe and may be used to transport people we serve. 2. Maintain a file of maintenance performed. 3. Appoint designated staff to be responsible for regular vehicle inspections, maintenance, and other needed vehicle service.
2.0	Transportation Manager/Designee	<ol style="list-style-type: none"> 4. Inspect vehicle every 3,000 (or 5,000 depending on model year) miles, particularly the items outlined in Exhibit B, "Vehicle Safety Check" form. 5. Ensure that all damages and safety issues found during inspections are completed at the earliest possible date, taking into consideration service needs.
3.0	Designated Staff	<ol style="list-style-type: none"> 6. Report to the Supervisor that vehicle repairs have been completed. 7. Ensure and monitor that vehicles are properly maintained, particularly oil changes, engine tune-ups and tire rotation by using Exhibit B, "Vehicle Safety Check" form. 8. Notify the Supervisor and obtain approval when vehicle maintenance is needed. 9. Make arrangements for vehicle maintenance to be completed at the earliest possible date, taking into consideration service needs of the people we serve. 10. Complete "Vehicle Safety Check" form upon completion of vehicle maintenance and notify the Supervisor.
4.0	All Staff	<ol style="list-style-type: none"> 11. Notify Transportation Manager/designated staff person if they become aware of any vehicle damage or needed vehicle maintenance within twenty-four (24) hours of becoming aware of vehicle damage or needed maintenance. Staff can also leave a comment regarding damage or maintenance needed in the appropriate section of the Fleet Commander software when returning a vehicle key.

Action Number	Responsible Stakeholder	Details
5.0	Designated Staff	12. Notify the Supervisor of needed repairs or maintenance needs within twenty-four (24) hours.

B. Related Policies

N/A

C. Definitions

1. *Damage*: Damage to vehicles is outlined in Standards of Reasonable Usage, Exhibit A.
2. *Maintenance*: As defined in the owner's manual, which accompanies the vehicle at the time of lease or purchase. This includes, but is not limited to, oil changes and engine tune-ups.

D. Forms

N/A

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

[Exhibit A: Standards of Reasonable Usage](#)

[Exhibit B: Vehicle Safety Check form](#)

F. References

N/A

IV. History

- Initial Approval Date: 06/1992
- Last Revision Date: 2/2025 BY: King Thomason
- Last Reviewed Date: 01/2024 BY: Latina K. Cates
- Non-Substantive Revisions: N/A
- Key Words: Transportation, Fleet, Car, Safety