

# **Town of Goffstown Vehicle Maintenance Policy**

## **MISSION STATEMENT**

It is the mission of Goffstown Public Works to provide the most efficient, cost-effective and highest quality service possible to the citizens of Goffstown.

## **PREVENTATIVE MAINTENANCE (PM) PROGRAM**

The emphasis of Goffstown Maintenance Program is preventive rather than reactive maintenance. A strong Preventative Maintenance Program will effectively reduce overall maintenance costs by decreasing the number of road calls and the high cost of unpredictable repairs caused by reactive maintenance. The PM schedule and requirements are based upon vehicle/equipment manufacturer recommendations unless the Mechanic Foreman determines that conditions warrant being done more frequently than recommended. Most of the schedules will be based on vehicle hours unless it is determined that milage is more appropriate or if there is no hour meter on the vehicle.

## **ON-TIME INSPECTION VARIANCE**

Because of the need to schedule maintenance with all departments, the allowable variance with preventative maintenance inspections is; vehicles by mileage (+/- 300 miles), vehicles by hours (+/- 25 hours). This is for small dump trucks, pickups, etc. Larger vehicles and equipment are +/- 30 hours. Any inspection completed within the parameter is considered on time.

## **TRACKING PROTOCOLS**

The Mechanic Foreman is responsible for developing the PM schedule for each type of vehicle/equipment and for ensuring all PM activities are completed in a timely manner and consistent with manufacturer's recommendations.

The Mechanic Foreman shall ensure that the personnel are properly briefed as to the extent of the work being performed. Additionally the Mechanic Foreman will ensure a state inspection is done annually (March) on all vehicles that require NH state inspection.

Each driver is required to conduct a pre and post trip inspection on his/her assigned vehicle each day using a Driver Vehicle Inspection Report. Multiple drivers may use the same vehicle on any given day and each driver complies with this requirement for his/her use. The driver records any problem(s) on the Driver Vehicle Inspection Report and informs the Mechanic Foreman if any conditions requiring immediate attention are discovered. The Mechanic Foreman reviews each completed Driver Vehicle Inspection Report and schedules work to be performed as necessary.

The completed documentation for all preventative maintenance consists of a work order documentation sheet and the sheet completed/reviewed by the Mechanic Foreman. The completed documentation is then entered into the Dossier Maintenance program. Vehicle number, date, mileage/hours and any pertinent information is also included. The Dossier program maintains a complete history for each vehicle, except for maintenance performed on the outside by a vendor selected by individual departments.

The mechanics completing any repair on any town vehicle will inspect and note any deficiencies or potential future deficiencies that they observe (particularly while a vehicle is on the lift).

Dossier codes for future corrective work as well as photos if they can clarify the issue will be entered into the Repair Order (R.O.).

All detailed R.O.'s for departments other than DPW will be sent along with each monthly invoice so that other departments have access to the observations of the mechanics and can properly plan for future needed repairs.

### UNDERCOATING/SEALANTS

DPW has experimented with Armour-Seal, Neutro-Wash and Fluid Film and will be evaluating how effective they are in the long-term. We intend to use more Fluid Film on new vehicles; however, the down side is that the film washes off with the hot water pressure washer. We will be experimenting with cold water washing to see if it leaves the Fluid Film on the frames. Keeping the Fluid Film intact throughout the winter season is the primary objective. In the spring, the vehicles will be hot water washed, Neutro-Washed then a new coating of Fluid Film applied. We will continue to evaluate the performance of the Armour-Seal, however, it is not as promising as the Fluid Film.

### WARRANTY RECOVERY

It is the Mechanic Foreman's responsibility to ensure costs of parts and repairs on warranty-covered items are recovered.

### POLICY REVIEW

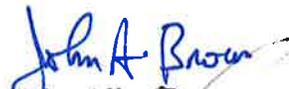
This policy will be reviewed annually by the Board of Selectmen.

### GOFFSTOWN BAORD OF SELECTMEN

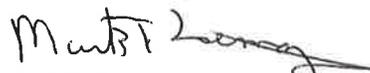
  
Collis G. Adams, Chairman

  
Nicholas Campasano, Vice Chairman

Date: 9-29-14

  
John Allen Brown

  
Peter Georgantas

  
Mark T. Lemay