

RESOLUTION NO. R24-03

A RESOLUTION OF THE CITY COUNCIL APPROVING A PREVENTATIVE MAINTENANCE PLAN FOR CITY OF LAUREL VANS AND SMALL BUSES IN PASSENGER SERVICE.

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The Preventative Maintenance Plan for City of Laurel Vans and Small Buses in Passenger Service (hereinafter "Preventative Maintenance Plan"), a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Preventative Maintenance Plan on behalf of the City.

Introduced at a regular meeting of the City Council on the 9th day of January, 2024, by Council Member Mackay.

PASSED and APPROVED by the City Council of the City of Laurel the 9th day of January, 2024.

APPROVED by the Mayor the 9th day of January, 2024.

CITY OF LAUREL

Heidi Sparks for
Dave Waggoner, Mayor

ATTEST:

Kelly Strecker
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele LB
Michele L. Braukmann, Civil City Attorney



CITY HALL
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WTR FAX: 628-2289
MAYOR: 628-8456

City of Laurel

P.O. Box 10
Laurel, Montana 59044



Clerk Treasurer

DEPARTMENT

City of Laurel

PREVENTIVE MAINTENANCE PLAN

Adopted 1.9.24 By Laurel City Council

The City of Laurel follows the minimum maintenance schedule for vans and small buses in passenger service:

Every 3,000 miles:

1. Change motor oil.
2. Replace oil filter.
3. Check the chassis and lubricate if needed.

Every 10,000-12,000 miles:

1. Rotate tires, replace if necessary.
2. Tune engine
3. Replace spark plugs.

Every 15,000-20,000 miles:

1. Service Transmission
2. Change Oil in rear axle differential.

As needed:

1. Spark Plug and Coil Wires
2. Belts and Hoses

In addition, other items of maintenance are bound to occur:

1. Alternator replacement
2. Starter motor replacement
3. Windshield Wiper motor replacement
4. Exhaust components, including mufflers, manifolds, pipes, hangers, and clamps.
5. Headlamps, and bulbs for turn signals, brake lights, and marker lights.
6. Vehicle Interior fittings and seat materials
7. Windshield Wiper Blades
8. Wheelchair lift components.
9. Wheelchair restraint components

Preventive maintenance is a must for all passenger-carrying vehicles and other equipment; there are no exceptions. A strict maintenance and inspection program is as important for providing a dependable service as is fuel in the tank.

City of Laurel Goal:

- ◆ To ensure proper running condition, cleanliness, and proper equipment of all vehicles of City of Laurel transit system.
- ◆ To provide less down time for the vehicles and timely maintenance for repairs before a breakdown can occur.

Objectives:

- ◆ To provide proper training classes for all drivers to understand the importance of pre-trip inspections and post-trip checks.
- ◆ To perform pre-trip inspections of all vehicles before they make a trip.
- ◆ To perform preventive maintenance on all vehicles at 3 months or 3000 miles of use and a once a year or 50,000-mile complete check.
- ◆ To have a monitoring system in place to ensure that the preventive maintenance program is being performed.
- ◆ To perform preventive maintenance and servicing on new vehicles to maintain warranty coverage and recover costs of warranty repairs.

PREVENTIVE
MAINTENANCE FORMS
&
CHECKLISTS

Laurel Transportation Program Inspection Check List

Month:		Year:		Starting Mileage	Check Lift: See Instruction on	Check Emergency Doors & Windows	Wiper Blades: Replace if Needed	Clearance lights (front, rear & side)	Check Head, Tail, Brake & Back-up Lights, Flashers, Turn Signals	Tire Pressure, Tears, Wear, Wheels & Rims	Check Under Vehicle for Leaks/Puddles	Inspect bumper, body & windshield for damage	Adjust and Clean Mirrors	Washer, Brakes & Powersteering fluid Levels	Radiator Coolant Level	Battery Cables (frays and corrosion)	Check All Hoses & Belts	Check Oil (Before Starting)	Drivers Initials	
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= OK 0 = Need Attention X = Reported to Supervisor += Problem Corrected

*** Inventory All Supplies & Emergency Equipment Weekly

