RESOLUTION NO. R25-03

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

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

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

Section 2: <u>Execution</u>. 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 14^{th} day of January, 2025, by Council Member Mackay.

PASSED and APPROVED by the City Council of the City of Laurel the14th day of January, 2025.

APPROVED by the Mayor the 14th day of January, 2025.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

CITY HALL 115 W. 1st. St. PUB WORKS: 628-4796 PWD FAX: 628-2241 WATER OFFICE: 628-7431 WTR FAX: 628-2289 MAYOR: 628-8456

City of Laurel

P.O. Box 10 Laurel, Montana 59044



DEPARTMENT

City of Laurel Preventative Maintenance Plan

Adopted	By Laurel City Counc

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 5,000 miles:

1. Rotate tires if applicable, replace if necessary. (Dully) tires cannot be rotated.

Every 10,000-12,000 miles

- 1. Tune Engine.
- 2. Replace spark plugs.

Every 15,000-20,000 miles:

- 1. Service Transmission.
- 2. Change Oil in real axle differential.

As needed:

- 1. Spark Plugs 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 maker lights.
- 6. Vehicle Interior fittings and seat material.
- 7. Windshield Wiper Blades.
- 8. Wheelchair lift components.
- 9. Wheelchair restraint components.

Preventative 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 I 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 preventative maintenance on all vehicles at 3 months or 3,000 miles of use and a once a year or 50,000-mile check.
- To have a monitoring system in place to ensure that the preventative maintenance program is being performed.
- To perform preventative maintenance and servicing on new vehicles to maintain warranty coverage and recover costs of warranty repairs.

City of Laurel Transportation Service Pre Trip Inspection Check List

onth:		·		_	·	w-g-#	Year	•								
Drivers Signature		Check Oil (Before Starting)	Check All Hoses & Belts	Battery Cables (frays and corrosion)	Radiator Coolant Level	Washer, Brakes & Powersteering fluid	Adjust and Clean Mirrors	Inspect bumper, body & windshield for damage	Check Under Vehicle for Leaks/Puddles	Tire Pressure, Tears, Wear, Wheels & Rims	Check Head, Tail, Brake & Back-up Lights, Flashers, Turn Signals	Clearance lights (front, rear & side)	Wiper Blades; Replace if Needed	Check Emergency Doors & Windows	Check Lift: See Instruction on	Starting Mileage
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= OK

0 = Need Attention

X = Reported to Supervisor

+ = Problem Corrected

*** Inventory All Supplies & Emergency Equipment Weekly

WHEELCHAIR LIFT PRE-OPERATIVE SAFETY CHECKLIST

Run lift through one complete cycle to be sure it is operable before attempting to pick up a passenger. Check for seal leakage and the binding of hardware

Check for physical damage and "Jerky" operation. Look for hazardous protrusions, exposed edges, etc. Make sure all protrusions are adequately padded.

Check all Fasteners. All bolts should be snug.

Vlake sure lift is properly secured to vehicle when stored.

Clean the lift completely of dirt, mud, gravel and corrosive elements such as salt.

Vlake all necessary repairs immediately. Do not use lift in an unsafe condition.

POST-TRIP PROBLEMS

Month	*******************************	(1000001-0-00001-1000001-1000						· · · · · · · · · · · · · · · · · · ·	
2	Month	Brakes	Lights	Noise	Steering	Interior	Body	Misc.	Explanation of Problem
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Laurel MT Transit Ford Bus Last 4 of VIN: 4371

Fiscal Year July_

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MDT - VEHCILE MAINTENANCE LOG	SERVICE PERFORMED												
	MILEAGE												
	DATE OF SERVICE												

Laurel MT Transit Dodge Bus Last 4 of VIN: 5112

to June_

Fiscal Year July_

PERFORMED BY MDT - VEHCILE MAINTENANCE LOG SERVICE PERFORMED MILEAGE DATE OF SERVICE