



VEHICLE MAINTENANCE PROCEDURE (VHM-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for repairs and maintaining a vehicle from the time the driver report is completed until work is performed.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Vehicle Maintenance Assistant Manager
- 2.2 Vehicle Maintenance Mechanic
- 2.3 Driver

3.0 APPROVAL AUTHORITY:

- 3.1 Vehicle Maintenance Manager
- 3.2 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Paperwork: Driver Report, invoices for parts purchased to do repairs.

5.0 PROCEDURE:

- 5.1 Driver Report (TRN-F003) is completed by any CMCSS employee that drives a CMCSS vehicle.
 - 5.1.1 Driver brings vehicle to nearest location (Operations Complex, West Creek, or Liberty).
- 5.2 The Vehicle Maintenance Assistant Manager inputs information into the work order system.
- 5.3 Vehicle Maintenance Mechanic pulls driver report and work order to make repairs.
- 5.4 Vehicle Maintenance Mechanic advises Vehicle Maintenance Assistant Manager if repair is in house, outside, or warranty.
 - 5.4.1 In-house repairs are completed by CMCSS mechanic with parts in stock or ordered from a vendor.
 - 5.4.2 Outside repairs are done by certified or licensed vendor supplying parts and labor.
 - 5.4.3 Warranty work is performed by a dealer or in house, as determined by Assistant Vehicle Maintenance Manager.
- 5.5 When repairs are completed, the mechanic electronically inputs the parts, labor, and detail of the work.



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5.6 Driver Report is returned to Vehicle Maintenance Assistant Manager for review, verification, and completion.

5.7 Vehicle Maintenance Assistant Manager electronically closes out work order.

6.0 ASSOCIATED DOCUMENTS:

6.1 Work Order

6.2 Driver Report (TRN-F003)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Work Order & Driver Report	VHM Shop	Lifetime of Vehicle	Permanent	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/27/13	IR	Initial Release
3/25/15	A	Update logo and formatting.
3/26/18	B	Updated 5.1.1 and 5.4.3.

***** End of Procedure *****