

INGLEWOOD CALIFORNIA



DEPARTMENT OF PARKS, RECREATION & COMMUNITY SERVICES

Date: November 22, 2004
To: Division Superintendents
From: Kevin L. Hawkins, Director
Thru: Administrative Services
Subject: Vehicle and Equipment Maintenance Policy
C: Fleet Services

The City provides vehicles for use by employees as a resource to perform assigned tasks or conduct official City business, which may include travel to and from City facilities to attend meetings, workshops, or other municipal related business.

While the Fleet Services Division is responsible for maintaining the appearance and functionality of city vehicles, employees are responsible for the general upkeep and cleanliness of assigned vehicles, tools and equipment.

To this end, the Department is adopting a Vehicle Maintenance and Equipment Policy based on input received from several Section Supervisors and Managers. The Department Policy establishes a minimum standard of performance and is not intended to supercede or alter existing practices, except where they fail to meet the minimum requirements.

The policy should be communicated to all employees who are assigned, or may be given access to, City vehicles.

VEHICLE AND EQUIPMENT MAINTENANCE POLICY

- Operators are responsible for the general upkeep of assigned vehicles and equipment.
- Operators are responsible for removing trash and debris from vehicles daily.
- Cabs of trucks are to be kept free of trash, debris and tools at all times.
- Tools are to be cleaned and kept in the tool compartment on trucks.
- Passenger vehicles, vans, trucks, and shuttle buses should be washed every week.
- Vehicle inspections are to be conducted at random by Division Superintendents to ensure compliance with Department policy and procedure.



Offices of Park Administration & Maintenance,
Recreation & Cultural Programs, and Human & Community Services

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- Vehicles and equipment shall be operated with reasonable care and in accordance with approved design/specifications and intended use.



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