

Vehicle Maintenance System

Introduction

This document outlines the new Vehicle Maintenance System that is gradually being introduced to all relevant apostolates. The **four stages** of the system are described in detail below. The roles of the drivers, Mr. Gordon, the administrators and the Transport Subcommittee in the vehicle maintenance system are outlined. Examples of forms that will support the system are included in the appendices.

Vehicle Responsibility

Mr. Gordon has overall responsibility for the general upkeep and maintenance of vehicles, whilst administrators have direct responsibility for individual vehicles.

Vehicle	Reg.	Driver	Responsibility
Toyota HiAce Flatbed	6905 DD	(Steve/Andrew Page)	Mahoe Drive/ Mr. Gordon
Nissan Caravan	0583DE	Donald Williams	Sophies Place/
Mitsubishi L200	6976AY	Steve	Mahoe Drv/Mr. Gordon
Toyota Coaster	3399AO	Andrew Page/ Steve(Conrad) Howell	Mahoe Drv Admin/Mr. Gordon
Toyota Hilux	0365BX	Andrea (Kelly Williams)	RootsFM/Ms. Brown
Isuzu Truck	4967CC	Andrew Page	Mahoe Drv Admin
Toyota HiAce Bus	7382EF		Ms DTW
Toyota HiAce Bus	4671 ED	Albert Austin	Ms DTW
Mitsubishi Lancer	5538DM	Fr. Gregory	Mahoe Drv/Mr. Gordon
Toyota Corrolla	4185AS	Nat and Wendy	Mahoe Drv/Mr. Gordon

Administrators are responsible for ensuring that their vehicles are regularly checked and serviced. Mr. Gordon will inform administrators, via email, when:

1. the monthly check is due
2. when the service is due
3. when insurance, fitness and road license are due

The Vehicle Monitoring System consists of four separate stages:

1. Driver log book system
2. Daily vehicle check
3. Monthly vehicle check (T1 form)
4. Three monthly/5,000 mile service (T2 form)

The following is a description of the four distinct stages of the Vehicle Monitoring System. **All** vehicles must undergo nos. 1 and 2 below.

1. Driver Log Books

The Vehicle Monitoring System is designed to monitor the activities of all Mustard Seed drivers and all vehicles and to record mileage of the vehicles and their fuel consumption. This system, once fully operational, will provide us with the following information:

- How many miles each driver/vehicle makes per day
- How much gas/diesel each vehicle uses – i.e. how economical each vehicle is
- How many trips each vehicle makes per day
- Running total of vehicle's mileage

The system works thus: Each vehicle has its own logbook. The driver of the vehicle must fill out the daily log sheet first thing in the morning – i.e. before he starts the engine. The driver completes the daily log sheet at the end of every day. Spot checks should be carried out by administrators and Projects Committee members to ensure that this is happening.

Completed Log sheets are collected at the end of every week. Information contained therein is summarised in each vehicle's spreadsheet every Monday morning at the 10 o'clock meeting between Mr. Gordon (Transport Manager) and the chair of the Transport Committee.

Discrepancies or invalid information that show up in the log sheets will be treated as carelessness on the part of the drivers and will result in a sanction being imposed by Mr. Gordon. (The drivers have had training sessions in how to fill out the log sheet, and also have agreed to the fairness of the system of sanctions).

Administrators will be informed of any unusual results that examination of the log sheets may uncover.

Note: Drivers are normally assigned to a specific vehicle. This makes monitoring the vehicle easier than if several drivers were using the same vehicle. Also it makes it easier for a driver to be responsible for and identify with a particular vehicle. This practice should therefore be encouraged.

2. Daily Checks

Drivers must get into the habit of checking their vehicles for signs of wear and tear. Drivers need to have an intimate knowledge of their vehicle, i.e. they should know its gas consumption, the condition of the tires, accuracy of steering, etc.

- Each morning before even starting the vehicle each driver must check the oil level and the radiator/coolant level

It will be nigh on impossible to get each driver to check oil and water/coolant on a daily basis. However, the importance of these checks must be understood by the

drivers. Administrators and Mr. Gordon should make it their business to supervise these tasks at least twice per week. The drivers are much more likely to carry out their tasks fully and effectively if they know they are being monitored

Note: all vehicles (Jerusalem!, Sophie's Place and Mahoe Drive) are required to undergo nos. 1 and 2 above.

3. Monthly Checks

Monthly checks on each vehicle are to be carried out by its respective driver using the Monthly Check Form T1.

The monthly check consists of a comprehensive check of all vehicles' functions and condition of interior and exterior. The objective of this monthly check is to spot necessary repairs and have them attended to before they become expensive.

(Drivers will be trained, on carrying out the checks and filling out the form, by Mr. Gordon who will be trained by Mr. O'Reilly).

Each driver (after training) must carry out his own monthly check under the supervision of Mr. Gordon or the administrator. Completed monthly check list forms are to be discussed/verified at Monday morning meetings and necessary repairs arranged. Sanctions will be imposed (by Mr. Gordon) on those drivers who do not comply.

4. Three Monthly/5000mile service

Each vehicle needs to be serviced every three months/5,000 miles. Servicing is very expensive and we can save a lot of money by doing it ourselves. The most important elements in servicing are:

- Change oil and oil filter
- Change air filter (every second service)
- Check brakes
- Check steering

Mr Gordon will notify administrators by email when their vehicles are due for monthly checks and service. Completed Service Forms (T2s) must be returned to Mr. Gordon for processing. Sanctions will be imposed for late servicing of vehicles.

Duties: Mr. Gordon/Administrator

1. ensure that each driver has his own log book
 2. ensure that no driver takes a vehicle without having a log book
 3. set up filing system for log sheets – individual folders
 4. implement sanctions if logs sheets are not correctly completed
 5. ensure that Mr. Gordon receives completed forms on time (the end of every week)
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Transport Subcommittee

Mr. Gordon will communicate with the drivers through the Transport Subcommittee which consists of Mr. Gordon, Steve Howell (driver) and Hugh (chair). Mr. Gordon could take over the chair on Jan 1st 2005 once the system has been institutionalised.

Transport Subcommittee meetings will take place on the fourth Wednesday of the month.

Sanctions and Disputes

Sanctions may be issued immediately/on the spot. The Transport Subcommittee will officially confirm each sanction or retract it if necessary. Any controversy concerning the sanction will be decided by the Subcommittee or with the intervention of the Projects Committee if necessary. Sanctions will be used if logbooks and/or monthly Vehicle Check forms are completed incorrectly or not carried out on time. The order of the sanctions is as follows:

- verbal warning
- fine
- memo/warning letter
- dismissal

Mr. Gordon

Mr Gordon will maintain a vehicle service/maintenance history chart on the wall of his office with the year's service dates marked on it. His main duties include:

Essential Duties

- Supervise morning checks of oil and water by drivers
- Every vehicle needs to be thoroughly checked every month – use monthly check sheet provided (T1)
- Every vehicle needs to be serviced every 3 months or every 5,000 miles – use service sheet provided (T2)
- Every vehicle needs to be monitored as regards gas consumption and mileage – use daily log sheets and summarise information in spreadsheet
- Summarised information is to be forwarded to chair of Transport committee at weekly Monday morning meetings (in the form of a spreadsheet)
- Insurance, fitness cert and road license must be up to date at all times
- Responsible for ensuring that all the above are carried out within specified time limits
- Vehicles to be kept clean and tidy at all times
- Mr. Gordon must impose sanctions (supported by Projects Committee) on drivers who do not carry out their duties
- Mr. Gordon (Transport Manager) reports to Transport Subcommittee and Projects Committee who may impose sanctions if Mr. Gordon fails in any of the above duties.

Vehicle Monitoring System - Forms

Daily Log Sheets

Monthly Check - T1 Form

The T1 form is the Vehicle Monthly Maintenance Check form that must be filled out by the drivers under supervision, having first been trained.

Three Monthly Service - T2 Form

The T2 form is the Vehicle Service form. If we do our own servicing we must use this form. If, however, administrators use outside contractors to service the vehicle they must furnish Mr. Gordon with an alternative form provided by the contractor/mechanic.

Mr. Gordon will furnish the administrators with the necessary forms T1 and T2 to be completed and returned to Mr. Gordon for processing and filing.

Sanctions may also be imposed on Mr. Gordon if drivers do not fulfil their duties as Mr. Gordon is responsible for ensuring that the drivers complete their tasks.

Vehicle Repair - Form T3

This form is to be completed by Mr. Gordon or the administrator after repairs to a vehicle have been completed and must be stored in the vehicle's file.

Vehicle Accident Form - T4

This form needs to be filled out as soon as possible after a driver/vehicle has been involved in an accident.

Appendices

Vehicle Log Book

Vehicle Reg: Gas Diesel Miles Kms

Week beginning: / /'04 Vehicle Name:

Mileage: Driver:

	Start Mileage	Finish Mileage	How many journeys?	Daily Total	Signature
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
			Weekly Total:		

Gas/Diesel and Engine Oil

	Odo Reading	Fuel in Litres	Product (gas, diesel or oil)	Cost of Fuel
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
	Total:		Total:	

Comments (repairs, accidents etc)

Vehicle Monthly Maintenance Form (T1)

Cooling System

Part	Condition	Comments
Radiator		
Coolant		
Hoses		
Water Pump		
Fan		
Dashboard warning light		

Brakes

Front Brakes

Part	Condition	Comments
Master Cylinder		
Brake Fluid		
Hoses and brake pipes		
Brake pedal (any play?)		
Disks		
Pads		

Rear Brakes

Part	Condition	Comments
Hand brake		
Hoses and pipes		
Shoes		

Front Lights

Part	Condition	Comments
Side light – Left		
Side light – Right		
Headlight – Left		
Headlight – Right		
Full beam – Left		
Full beam – Right		
Indicator – Left		
Indicator – Right		

Rear Lights

Part	Condition	Comments
Tail light – Left		
Tail light – Right		
Brake light – Left		

Brake light – Right		
Indicator – Left		
Indicator – Right		

Charging System

Part	Condition	Comments
Battery Fluid level		
Battery Terminals		
Alternator		
Fanbelt		
Dashboard warning light		

Ignition System

Part	Condition	Comments
HT leads		
Distributor Cap		
Rotor Arm		
Coil		
Spark Plugs		

Tires and Wheels

Part	Condition	Comments
Front Right		
Front Left		
Back Right		
Back Left		
Spare Wheel		
Jack and Lug tool		

Steering

Part	Condition	Comments
Steering fluid		
Steering wheel play		
Track rod ends		
Upper ball joints		
Lower ball joints		
Wheel bearings		
CV Joints		

Gear Box

Part	Condition	Comments
Gearbox unit		
Transmission fluid – auto		
Gear Box oil - manual		

Suspension

Part	Condition	Comments
Front shocks		
Front springs		
Rear shocks		
Rear springs		

Interior

Part	Condition	Comments
Driver's seat		
Front passenger seat		
Rear seats		
Windshield		
Windows		
Seatbelts		
Floor Carpets		
General		

Exterior

Part	Condition	Comments
Body work		
Paint work		
General		

Vehicle Service Form (T2)

Vehicle Name: _____ Vehicle Reg: _____

Date of Service: _____ Mileage: _____

Servicing is to be carried out every 3 months

Unit	Yes	No	Comments
Oil / Oil filter change			
Air filter			
Distributor cap & rotor arm			
Oil spindle			
Ignition leads			
Check spark plug gap			
Check and adjust fan belt			
Check and adjust power steering belt			
Check OHC belt			
Check and replace broken light bulbs			
Check front brakes			
Check rear breaks			
Adjust hand brake			
Renew brake fluid if nec.			
Check battery water level			
Check and clean battery conn.			
Check wing mirrors			
Check exhaust condition and mountings			
Check tyre pressure and type			
Check wiper blades			
Check front and rear suspension			
Change differential oil			
Grease wheel bearings			
Grease steering			

*Please see any additional notes on back of service sheet

Mechanic Signature: _____

Supervisor Signature: _____

Vehicle Repair Form (T3)

Vehicle Reg: _____ Vehicle Mileage: _____

Driver: _____ Date: _____

Description of Repairs carried out:

Why were repairs necessary?

Total Cost of Repairs: _____

Details of person/company who carried out repairs:

Name: _____ Phone: _____

Address:

Were repairs supervised and/or checked before payment: _____

Quality of Repairs:

Poor: Satisfactory: Good: Excellent:

Supervisor: _____ Date: _____

Vehicle Accident Report Form (T4)

Employee : _____ Age: _____ Sex: _____

Department: _____ Supervisor: _____

Date of accident: _____

Nature of Injuries:

Cause of Accident: _____

If employee left work, time of leaving: _____

If employee returned to work, time of return: _____

Name and address of physician:

If hospitalised, name and address of hospital:

Actions taken to avoid similar incidents:

Comments:

Supervisor: _____ **Date:** _____
