



Fleet Management Department Policy & Procedure Manual

GARAGE

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COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY MANUAL

No. 04-01

EFFECTIVE 04-02-19

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REVIEWED 6-12-20

REVISED

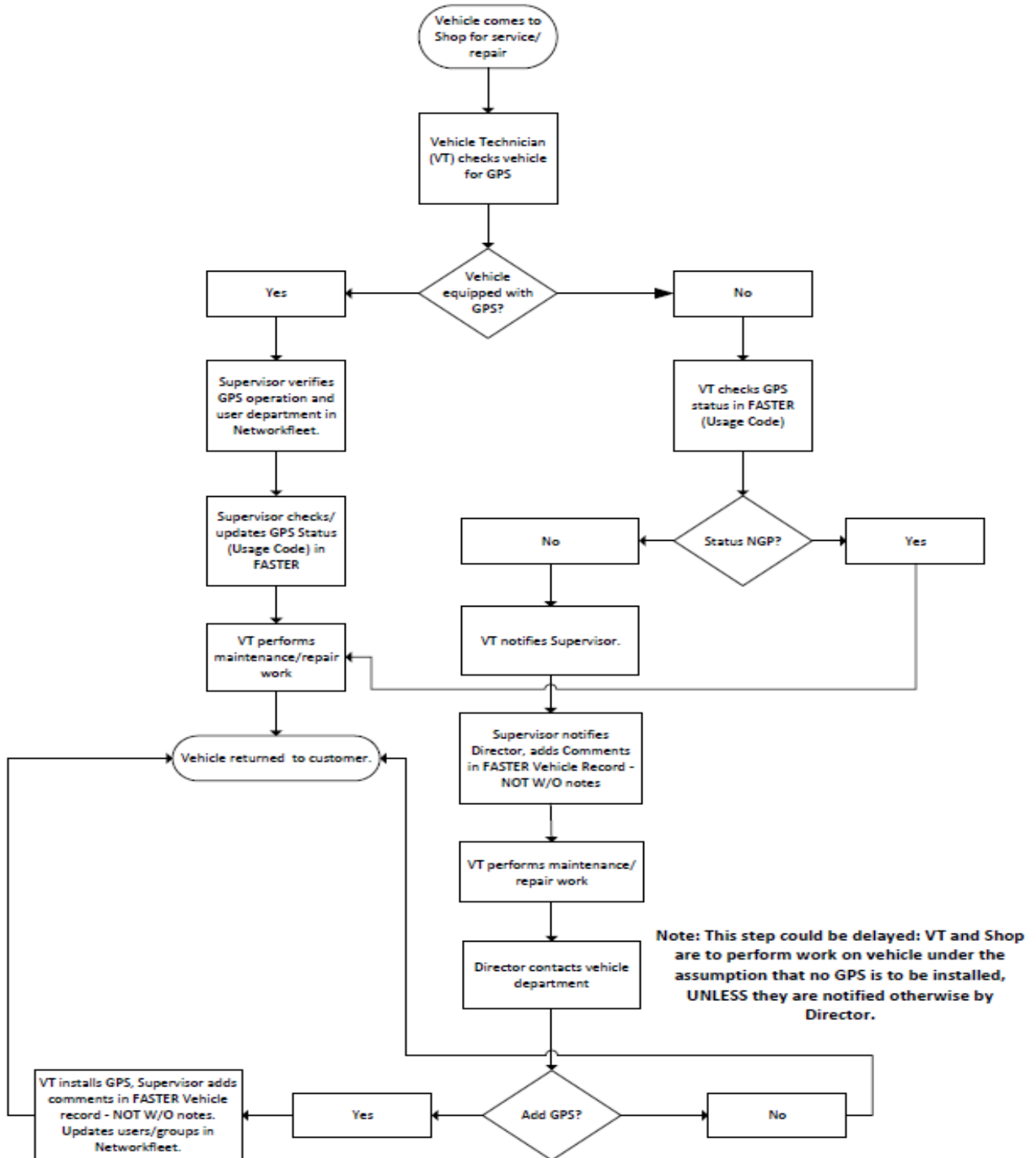
APPROVED

RON LINDSEY, Director

AUTHOR: Fleet Director387-7870

SUBJECT

GPS SHOP PROCEDURES



Notes:
VT = Vehicle Technician
NGP = Authorized no GPS vehicle in FASTER



COUNTY OF SAN BERNARDINO
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SUBJECT

“SERVICE DUE” DECALS

APPROVED

RON LINDSEY, DIRECTOR

AUTHORMotor Shop Supervisors 387-7851 / 387-7865

ISSUE

Occasionally, vehicle/equipment's scheduled services and 90-day inspections are missed due to a lack of communication and/or notification.

STANDARD

Vehicle service due dates are communicated verbally, email and by providing information directly to vehicle operators via “Service Due” decals in vehicles and equipment when appropriate.

POLICY

A “Next Service Due” decal will be placed in the upper left-hand corner of the windshield when the service or safety inspection is completed.

Decals will include appropriate service due, 90 day due, safety due intervals for:

1. Mileage
2. Hours (if equipped with an hour meter), or
3. Date

Example: 89 days would be added to the current service date to arrive at the next date a 90-day safety inspection would be due.

Decals will consist of a textured surface that allows ink writing and will resist erasure and will be designed to adhere to the vehicle's windshield without adhesives. Sample decals are shown below:

Light Duty

Next Service Due – Light Duty

Miles: _____

Hours: _____

OR

Date ____ / ____ / ____

San Bernardino County Fleet Management Dept.
Service/Reservation Information
(909) 387-7859

Heavy Duty

Next Service Due – Heavy Duty

90 DAY BIT DUE: _____

DO NOT OPERATE PAST 90-DAY BIT DUE DATE!

SAFETY NON-BIT DUE: _____

SERVICE DUE (MILES/HOURS): _____

San Bernardino County Fleet Management Dept.
Service/Reservation Information
(909) 387-7865



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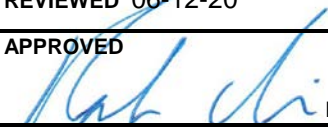
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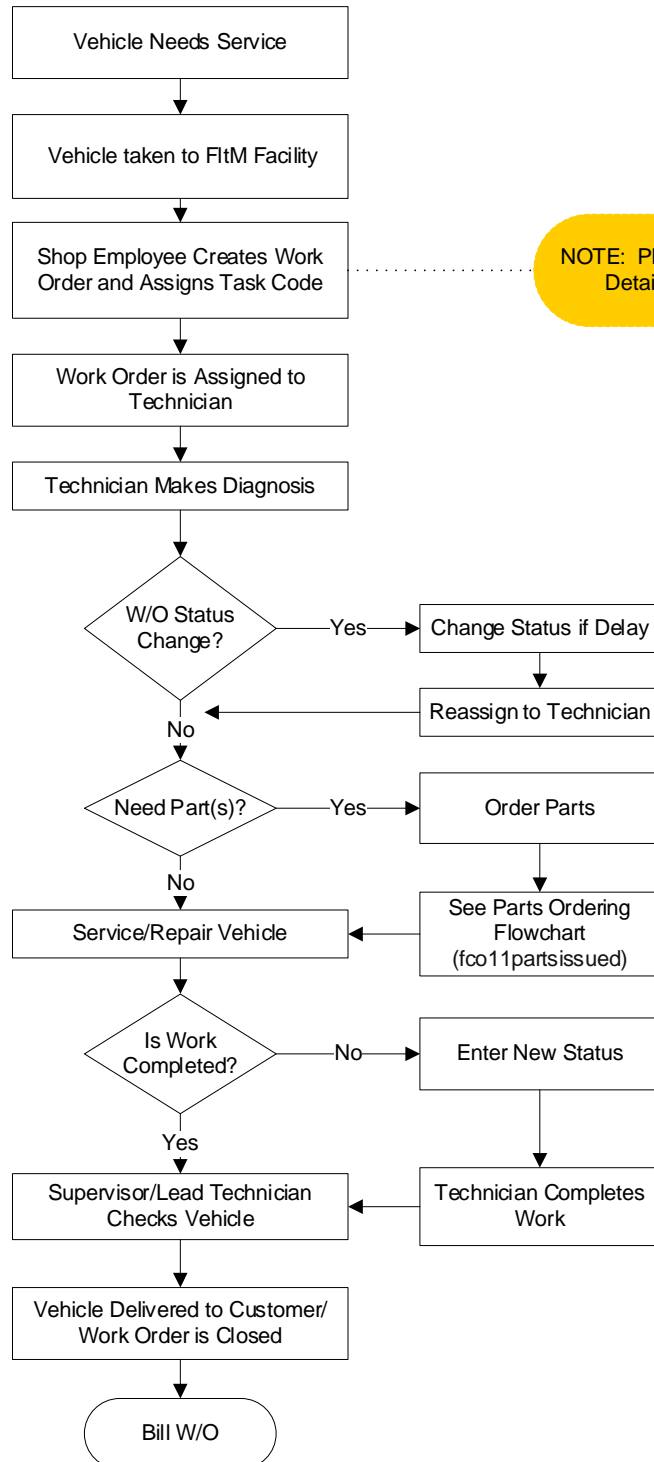
SUBJECT

WORK ORDER PROCESS

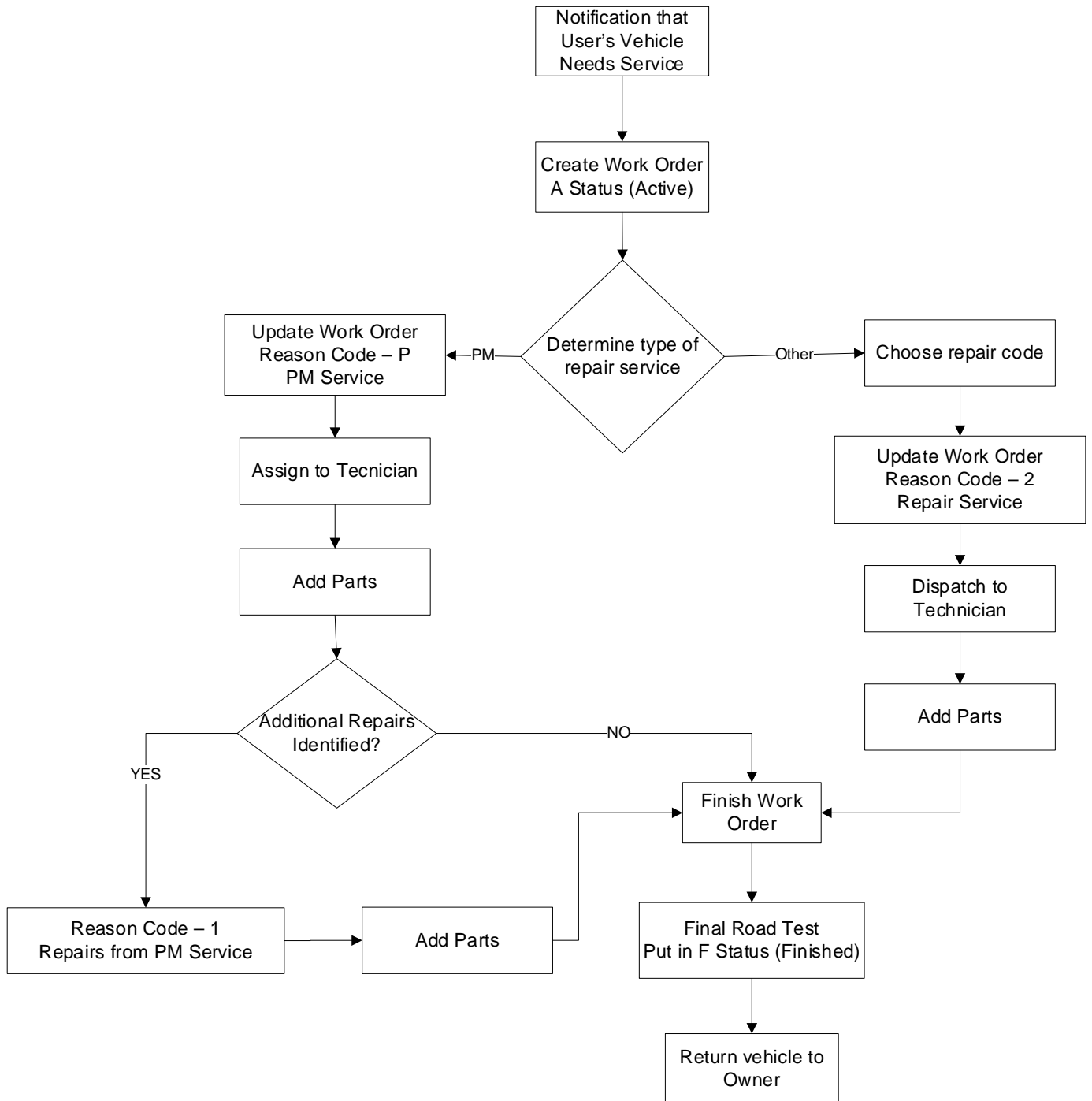
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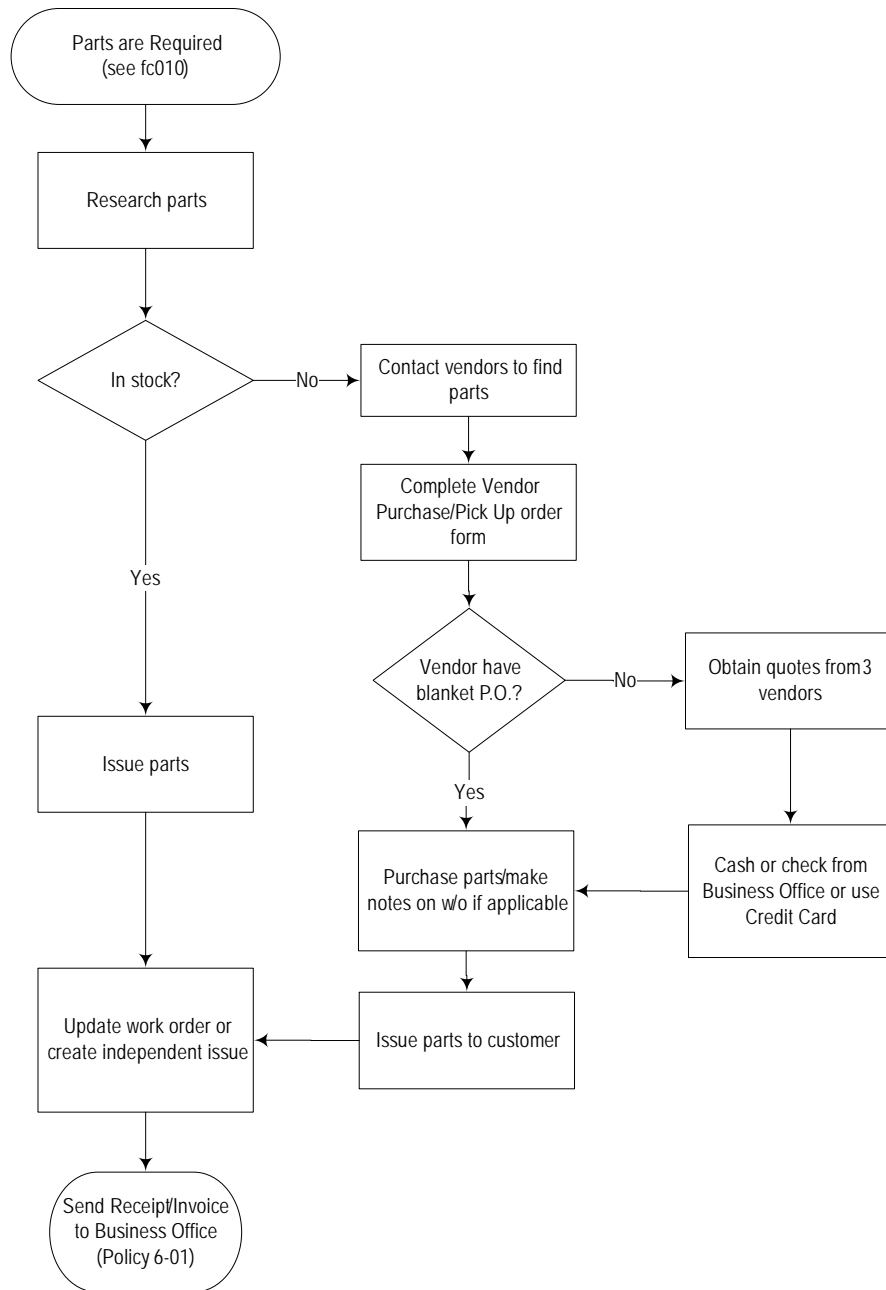


FLEET MANAGEMENT DEPARTMENT
Work Order Repair Process
“Faster” System



REV 12-19

Fleet Management Department Parts Issued Flow Chart 011



WO = Work Order
PO = Purchase Order

REV 3-19



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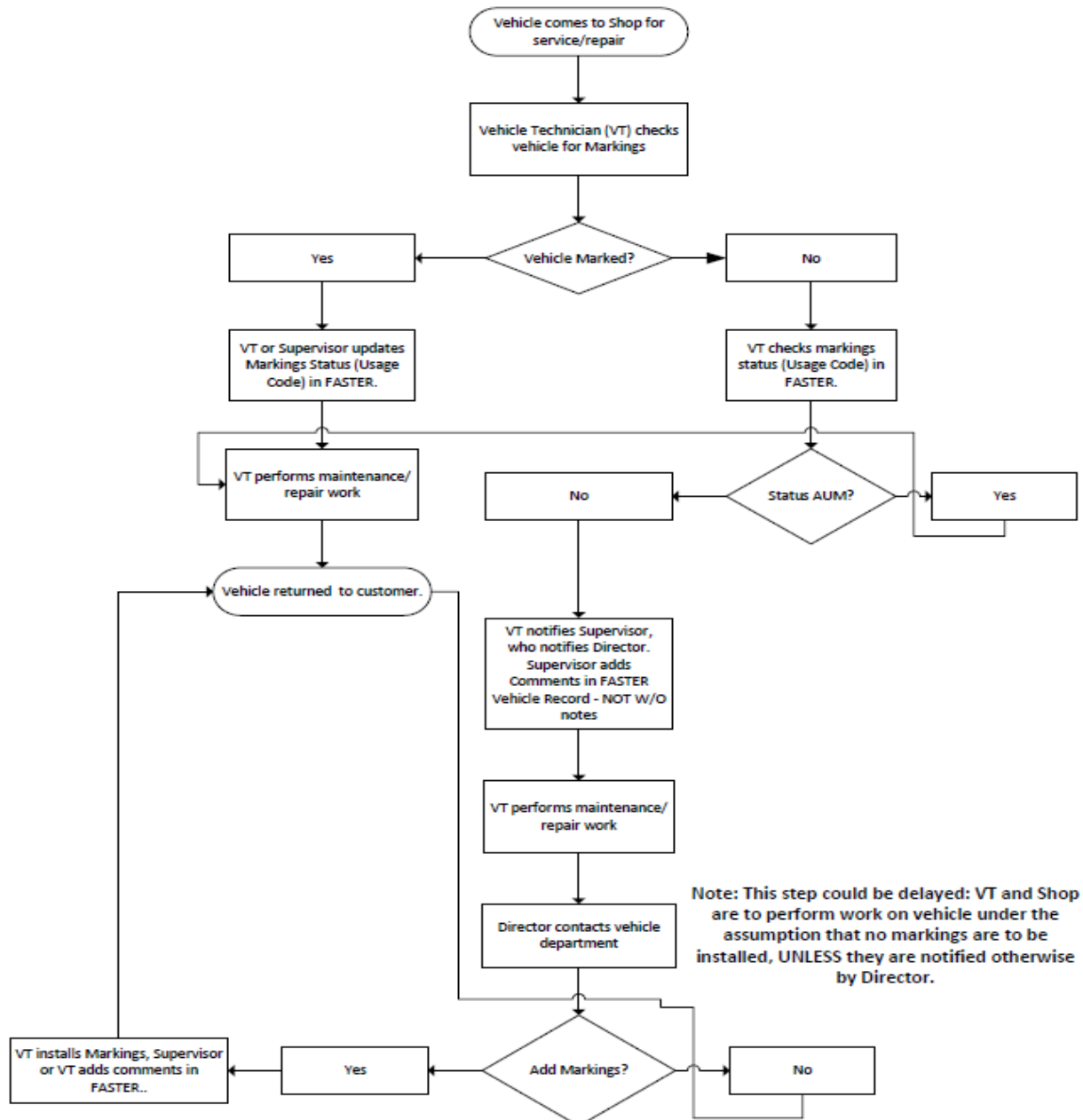
SUBJECT

DECALS SHOP PROCEDURE

APPROVED

RON LINDSEY, Director

AUTHOR: Fleet Director387-7870



Notes:

VT = Vehicle Technician

AUM = Authorized unmarked vehicle in FASTER



COUNTY OF SAN BERNARDINO
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No. 04-06

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SUBJECT

SHOP EQUIPMENT & TOOL REPLACEMENT

APPROVED


RON LINDSEY, Director
AUTHOR: Fleet Superintendents 387-7950 / 387-7880

ISSUE

Some shop tools were found to be substandard.

STANDARD

All shop tools will be safe, effective and up to date to satisfactorily complete job tasks.

POLICY

The following policy establishes replacement criteria for all department shop tools and equipment.

OWNERSHIP/ORDERING

The Department is responsible for supplying the shop with all air tools $\frac{3}{4}$ inch drive and over and all special/heavy duty shop tools required when it is not practical to require mechanics to supply them. All equipment and shop tools will be inspected quarterly for accountability, serviceability and obsolescence; defective shop tools will be documented. Supervisors are authorized to initiate shop tool replacement up to \$500 unless the department's financial performance falls below contingency plan. Superintendent authorization is required to replace shop tools costing greater than \$500 but not exceeding \$5,000, which typically identifies a capital expense requiring prior budget appropriations.

REPLACEMENT

Shop tools will be replaced when the respective supervisor determines it is more cost effective to replace than repair, equipment is obsolete, non-repairable, lost, broken or unsafe.



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FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURES**

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SUBJECT

AIR QUALITY PRECAUTIONS

APPROVED


RON LINDSEY, Director

AUTHOR: Fleet Superintendent387-7880

ISSUE

Exhaust and fumes from shop operations can present health risks to personnel in surrounding work areas.

POLICY

Establish guidelines for ensuring safe air quality for shop personnel.

GUIDELINES

1. Overhead exhaust fans should be used as needed throughout the day.
2. Vehicle and equipment repair work should be performed outside (when practical), whenever the work requires the vehicle or equipment to idle while repairs are completed. Vehicles and equipment should not be allowed to idle inside the building longer than necessary for the diagnosis or repair of the vehicle.
3. Air exchanges within the shop area should occur approximately every 20-30 minutes per hour or up to 60 cfm/person. Therefore, it is recommended that opposite facing roll-up doors be left open throughout the day, when possible. This approach will provide adequate cross-winds through the shop area. Additional roll-up doors should be opened when multiple vehicles or equipment are running within the shop area. This can also be accomplished by utilizing all roof mounted air exchangers.
4. Whenever possible, vehicles or equipment should be split among the different bays, to allow for greater dissipation of exhaust fumes and particles.
5. Vehicles or equipment should be warmed-up outside the building. Whenever possible, the vehicles or equipment should be parked with exhaust systems facing outside the building.
6. A routine shop cleaning cycle is recommended to eliminate any particles that may be left from exhaust systems and work activities.
7. A review of the chemicals used during cleaning and repairs is recommended. Those with high volatile organic compounds (VOC) levels should be replaced with another chemical with lower VOC's. Chemicals containing methylene chloride and benzene, usually found in cleaners, should be minimized or replaced.
8. When working with chemicals, employees should follow the manufacturer's recommendations and wear the required personal protective equipment (PPE). Employees should only use the necessary amount of product, and when possible, spray products facing downwind and spray items outside the structure.
9. Oil rag containers should be emptied at least weekly.