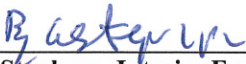




COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 3905	Vehicle Maintenance/Inspection
Origination Date: March 2004	
Revision Date: May 30, 2007; June 7, 2007; May 14, 2008; April 10, 2009; May 25, 2010	
Reviewed Date: June 2005; March 8 2006, May 2011, June 7, 2012, April 17, 2013, October 15, 2014; June 14, 2016	
Approved: 	
Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that all DHS and non-DHS vehicles will be properly maintained in order to provide safe and dependable service. Maintenance methods will include both scheduled (preventive maintenance) and unscheduled (repair on demand). Annual vehicle inspections will be performed as required by DHS. Vehicle maintenance records/files will be established and maintained by ARI, Fleet Management Service, and will be reviewed and audited by the Unified Transportation Services Department Transportation Manager.

PROCEDURE:

1. All agency/program vehicle drivers will complete the Daily Vehicle Safety Inspection on an "as used" basis to ensure the vehicle is in safe operating condition prior to being driven.
2. All Daily Vehicle Inspection forms will be submitted to the Program Manager or designee at the end of the day. The program manager or designee is responsible for reviewing the forms to ensure proper completion.
4. Mechanical deficiencies will be reported immediately to the UTS Transportation Manager so those necessary repairs can be made.
5. Annual vehicle inspections will be arranged and coordinated with all program directors by the UTS Transportation Manager and completed by DHS.