



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: VEHICLES - MAINTENANCE	NO. COU-106
<ol style="list-style-type: none">1. A regular maintenance and preventative maintenance schedule shall be prepared for each vehicle in consultation with the Works Superintendent, Foreman, Dealer recommendations and service manuals.2. A suitable record book shall be provided for each vehicle to assist operator record keeping.3. A card record system shall be established for each vehicle showing maintenance performed, costs and the firm that performed the work.4. All minor maintenance (lights, oil, spark plugs, minor lube, antifreeze, thermostats, etc.) may be done by the operator under direction of the foreman.5. Major maintenance will be performed by dealers or local certified mechanic shops, depending on guarantees, price and quality of workmanship. (377/84)	

EFFECTIVE DATE: 1984	APPROVED BY: COUNCIL	LAST AMENDMENT: 2011	REF:	PAGE 1 of 1
	PREVIOUS POLICY NO. 7003.1			