

# **TOWN OF WEATHERSFIELD, VERMONT**

## **VEHICLE MAINTENANCE POLICY**

---

---

### **I. POLICY OBJECTIVES**

The primary objectives of the Town of Weathersfield's vehicle maintenance policy are as follows:

1. To promote and effect, in the best interests of Weathersfield, regular and reliable maintenance of all Town-owned vehicles; and
2. To promote the effective and timely scheduling and management of maintenance and repairs to Town-owned vehicles.

### **II. DEFINITIONS**

For the purposes of this Policy, a Town-owned vehicle is any motorized vehicle owned by the Town or its agencies and departments, or which has been acquired through the use of tax generated funds.

### **III. PROCEDURES**

1. All maintenance or repairs on Town-owned vehicles shall be performed by the Town's maintenance shop mechanic(s).
2. If the required maintenance or repairs is beyond the capacity of the maintenance shop facilities, the mechanic(s) shall report such incident to the Highway Superintendent, who shall make the necessary arrangements for the required work to be performed elsewhere.
3. All maintenance and repairs performed under warranty agreements shall be reported to the maintenance shop mechanic(s), who shall be kept informed on all such work.

### **IV. WORK ORDERS**

1. All requests for maintenance and repairs on Town-owned vehicles shall be submitted in writing, using the standard form attached to this Policy.
2. The Ascutney Volunteer Fire Department and the West Weathersfield Fire Department shall each appoint two (2) vehicle maintenance persons to represent their department.
3. These appointed representatives shall be responsible as the primary contact for their department, and shall complete and submit any necessary work orders.

# TOWN OF WEATHERSFIELD, VERMONT

## VEHICLE MAINTENANCE POLICY

---

---

### **V. EMERGENCY CLAUSE**

In case of an emergency situation, the Town Manager and/or the Highway Superintendent may waive the requirements of this Policy.

An emergency situation shall be defined as one which threatens the lives or health of the people, the property of the municipality or its citizens, or the delivery of necessary services to the citizens of Weathersfield.

### **VI. INCONSISTENT POLICIES REPEALED**

This Policy shall amend and replace any provisions of any Policy of the Town of Weathersfield in effect at the time of enactment of this amended Policy governing any activity included in this amended Policy.

### **VII. SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The Select Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

### **IX. EFFECT**

No section of this Policy shall be construed to supersede or replace any Vermont statute.

This amended Policy shall be entered in the minutes of the Select Board's meeting.

# TOWN OF WEATHERSFIELD, VERMONT

## VEHICLE MAINTENANCE POLICY

---

---

The foregoing amended Policy is hereby adopted by the Selectmen of the Town of Weathersfield, Vermont, this twenty-first day of October, 2002, and is effective as of this date until amended or repealed.

Henry C. Cobb, Jr., Vice-Chairperson  
Daniel E. Boyer

Norman John Arrison, Board Clerk  
Peter J. Skalaban

# TOWN OF WEATHERSFIELD, VERMONT

## VEHICLE MAINTENANCE WORK ORDER

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Department: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Air Compressor    | <input type="checkbox"/> Frame and Assembly   | <input type="checkbox"/> Safety Equipment: fire extinguisher, reflective triangles, flag, flares, fuses, spare bulbs, fuses, spare sealed beam |
| <input type="checkbox"/> Air Lines         | <input type="checkbox"/> Front Axle   | <input type="checkbox"/> Suspension system   |
| <input type="checkbox"/> Alternator        | <input type="checkbox"/> Fuel Tanks   | <input type="checkbox"/> Starter   |
| <input type="checkbox"/> Battery           | <input type="checkbox"/> Generator  | <input type="checkbox"/> Steering  |
| <input type="checkbox"/> Body _____        | <input type="checkbox"/> Horn   | <input type="checkbox"/> Tachograph  |
| <input type="checkbox"/> Brake Accessories | <input type="checkbox"/> Hydraulic System   | <input type="checkbox"/> Tires   |
| <input type="checkbox"/> Brakes, Parking   | <input type="checkbox"/> Lights: headlights, brake lights, dash lights, parking lights, turn indicators | <input type="checkbox"/> Tire Chains   |
| <input type="checkbox"/> Brakes, Service   | <input type="checkbox"/> Mirrors  | <input type="checkbox"/> Transmission  |
| <input type="checkbox"/> Clutch            | <input type="checkbox"/> Muffler  | <input type="checkbox"/> Wheels and rims   |
| <input type="checkbox"/> Coupling Devices  | <input type="checkbox"/> Oil Pressure   | <input type="checkbox"/> Windows   |
| <input type="checkbox"/> Defroster/Heater  | <input type="checkbox"/> Radiator   | <input type="checkbox"/> Windshield Wipers   |
| <input type="checkbox"/> Drive Line        | <input type="checkbox"/> Rear End   | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Engine            | <input type="checkbox"/> Reflectors   |  |
| <input type="checkbox"/> Exhaust           |   |  |
| <input type="checkbox"/> Fifth Wheel       |   |  |

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Mechanic: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_