

Vehicle Maintenance

As a driver of a Utah County vehicle you are responsible for the safety, care and maintenance of the vehicle that you are driving. This applies even if you only drive the vehicle once a month or even a year. This means before you start the engine on a vehicle you should have checked the : engine oil, coolant, power steering, washer fluid, wipers, made sure the tires are not flat, that all the lights work, do you have a good solid brake pedal, does the emergency brake work, does your seat belt work properly, etc., etc, etc. Now I know this sounds like a lot to do before you drive across town and back to the office, but it is **YOUR RESPONSIBILITY** to know the vehicle you are about to drive is safe and in good working order. This is why the routine maintenance is so important to be kept current. You are also responsible for keeping the vehicle clean both inside and out.

You can check to see when the vehicle is due for it's next service, by looking at the small white reminder sticker in the upper left hand corner of the windshield and see if the vehicle has reached the miles needed for it's next routine maintenance. If it does need service, call the Motor Pool at 851 - 8680 and schedule a time for it to be serviced, do not wait for a reminder notice from us to schedule. Once you have made an appointment, **PLEASE** keep that appointment.

Yes, you the driver of that vehicle must call and make an appointment. Plan to leave the vehicle long enough for needed items to be serviced and/or repaired. If possible leave the vehicle all day and plan to pick it up the next day or that night. This will allow us time for the unexpected repairs that show up from time to time. If for any reason we need to keep your vehicle longer, we will do our best to contact you and let you know you will need to make different arrangements for picking the vehicle up.

If in the event there is **NOT** a small reminder tag or sticker in the upper left hand corner of the windshield, call the Motor Pool and find out if the vehicle is past due for servicing and/or make arrangements to have a sticker installed on the windshield. This way you or someone else driving that vehicle will be aware of when it needs to be serviced.

When you have made an appointment, please be sure to keep that appointment and please be on time. We have more than 300 vehicles and pieces of equipment that needs to be serviced throughout the year. Many of these vehicles are in for service four times during the year and this keeps our service man plenty busy, with not much open time on his schedule. So please, if you are late or going to miss an appointment, please give us a call and let us know.

We at the motor pool would like to provide you with the best service possible. We have come up with a service form that you can fill out to let us know of any problems that you may be having with your vehicle. This should give us a better description of the problems that you are concerned with and we will be able to contact you by phone for any questions that we may have to ask you about a certain problem. Below is a list of the items we do when a service is scheduled. The following items are performed every time a vehicle comes in for a scheduled lube, oil and filter type service.

Check all fluid levels. Master cylinder, trans, power steering, differential, engine oil, etc.

Check electrical. Battery, wiring, head lights, tail and turn signals, etc.

Check all plastic and rubber components. Bushings, hoses, etc.

Check radiator and heater hoses.

Check fan belt for wear and adjustment.

Check coolant.

Check exhaust system.

Check steering and shocks.

Change engine oil and oil filter.

Lube chassis.

Rotate tires.

Pull wheels and check brakes.

Check drive lines and u-joints

Check all light and repair if needed.

The following items are serviced and maintained on a set interval throughout the scheduling year. This is why some times a service may only require an hour to be completed, but your next service may require several hours to be completed. Each item that we maintain or service requires a certain amount of time to perform and the more items added to the servicing list the more time required to complete the service. Also if we find problems needing repair (brakes, seal leaking, lights out, etc) this will add to the time needed for completion.

State inspection and emissions.

Change air filter.

Change fuel filter.

Change coolant filter.

Check for body damage.

Check and replace needed emission control components.

Tune engine.

Replace fan belts every 50,000 miles.

Change radiator hoses every 50,000 miles.

Change transmission oil and transmission filter.

Check coolant, adequate antifreeze protection, record reading.

Change coolant if necessary

So as you schedule your vehicles for service with us, be aware that more time is required to take care of your vehicle if you add extra items to the list. (Please replace my windshield, the check engine light is on, my siren does not work and it has a dead battery, but it is setting in the parking lot at the Health and Justice Bldg.) . Everything listed requires time to perform and complete the repairs. Then to add to our troubles, there are the times when we don't have the filter, u-joint or axle seals to repair your vehicle and the parts houses need to order them from Salt Lake or Denver. So in an effort to help both you and us be more efficient with our time, PLEASE as you schedule your service work with us, try to allow us as much time as possible. Please understand that as we do work on your vehicle that we are trying to get it back to you as fast as we possibly can. There are times when the best laid plans go south and we get backed up. We apologize for those moments now and in the future.

The following form is for your convenience to be filled out in advance and left with your vehicle at the time you bring it in for servicing. You will still have to call in and set up a time for your service. This can be done by calling 851 - 8680 and scheduling a time. Again PLEASE be sure to allow time for your service and any added items.

This is our first attempt at a form that can be filled out and left with the vehicle. If you have any comments or suggestions that will help add to the improvement of this form and information please contact us about it.

For scheduling a service appointment and/or needed repair work :

Call 851 - 8680

Motor Pool Repair Form

Name _____ Your Cell # _____ Date _____

Vehicle # _____ License # _____ Department _____

Type of service needed (Circle one or all if needed)

Lube, Oil & Filter _____ General Betterment Maintenance _____ Accident Damage Repair _____

Please mark X and describe below any problems or concerns you may have

Brakes _____
Fading () Pulling () Grinding () Pulsating () Squeaking ()

Body Damage _____
Has report been filled with Motor Pool () Are estimates to Motor Pool () Has P.O. been approved ()

Engine _____
Misses () Stalls () Cuts out () Noises () Belts squeak () Performance () Check engine light ()

Exhaust _____
Noisy () Leaking () Damaged ()

Heater/Air Conditioning _____
No fan () No heat () No cooling () Makes noise () Has smell () Not all vents work ()

Lighting _____
Head lights () Turn signal () Tail lights () Over heads do not work () Right () Left () Center () Side () Front () Back ()

Leaking Fluids _____
Color Red () Green () Brown () Clear () Oil () Water () Front () Middle () Back () Left () Right side () Little () A lot ()

State Inspection and Emission _____

Safety Items _____
Seat belts () Wipers () Defroster () Brake Light ()

Steering and Front End _____
Pulls left () Pulls Right () Pulsates () Pulls when brakes applied () Darts () Wonders ()

Tires _____
Flat () Leaking () Wearing () Balance () Replace ()

Windshield and Windows _____
Chipped () Cracked () Glazed () Needs repair () Replaced () Front () Side () Back ()

Any other problems or concerns you may have. (Please be as specific as possible)