

CAM - FLEET MANAGEMENT

POLICY G001: *Preventive Maintenance Services for Fleet and State-Owned Vehicles*

1. COMPLIANCE

- 1.1. Service shall be obtained from a local vendor according to the criteria:
 - 1.1.1. Obtain a garage estimate for the service to be performed **prior to commencement of work**;
 - 1.1.2. **ALL** repairs, and services, parts and accessories acquisitions must be pre-approved by FMD Service by emailing fmd.service@omes.ok.gov or calling 405.521.2204.
Note: Authorization by FMD shall be obtained prior to the commencement of the work. Unnecessary or unapproved services will be billed to agencies;
 - 1.1.3. Driver and /or Agency Fleet Administrator are required to inform the clerk or service provider at the time of purchase or service that all charges are exempt from sales tax;
(A copy of the Sales Tax Exemption letter is in the glove box. The Sales Tax Exemption number is printed on the face of the Fleet Card.);
 - 1.1.4. On the road **and** after hour's incidents such as a flat tire or battery repair or replacement can be conducted without pre-authorization (all other policies must be observed). Note: This authorization does not expand on non-emergency maintenance and repair items such as visiting a service location with a blown tire and having all four replaced without FMD authorization (instead of just one tire)
 - 1.1.5. Regardless of reason a copy of the work order or invoice and payment receipt must be provided to FMD on the next business day and must include a legible driver's name, agency name and number, vehicle number and odometer reading at the time of service.
 - 1.1.6. If road assistance is needed, all drivers of FMD-owned vehicles can locate a blue trifold brochure in the glovebox of the vehicle with roadside emergency contact information.
 - 1.1.7. Use local vendors/dealers;
 - 1.1.8. OSU Transportation Services
2024 West Farm Road, Stillwater, OK 74078-2060 ([map](#))
Phone: (405) 744-7945; Fax: (405) 744-7948
<http://osuts.okstate.edu/>
 - 1.1.9. Vendors listed on Statewide Contract 767.
 - 1.1.10. If a local vendor is not listed on SW767, determine which local vendor(s) is willing to accept the current State Fleet Card provided with the vehicle;
- 1.2. **All invoices** (service detail and copy of receipt) for Fleet-owned vehicles shall be submitted to the Fleet Management Division via email, mail, or personal delivery (see 1.1.5 above).

2. VEHICLE MAINTENANCE SCHEDULE

2.1. Vehicles 2012 year model and older (excluding 2012 Honda Civic)

- 2.1.1. "A" maintenance – 5,000 vehicle miles interval;
- 2.1.2. "B" maintenance – 20,000 vehicle miles interval;
- 2.1.3. "C" maintenance – 60,000 vehicle miles interval (see 3.3).

CAM - FLEET MANAGEMENT

POLICY G001: *Preventive Maintenance Services for Fleet and State-Owned Vehicles*

2.2. Vehicles 2013 year model and newer (including 2012 Honda Civic)

- 2.2.1. Most if not all vehicles are equipped with oil life or change indicators (service minders), observe oil change intervals when the service message appears on the display (see examples below);
- 2.2.2. Driving on a semi or full synthetic oil enables oil change intervals at about **7,500**, some models with highway driving (i.e. Honda Civic 2012 and newer) even up to 10,000 miles;
- 2.2.3. Do not exceed **10,000** miles or **1 year** w/o A-maintenance;
- 2.2.4. The **condition** for oil life or change indicators (service minders) to provide the most reliable due service notices is driving on a semi or fully synthetic oil
- 2.2.5. See the owner's manual or contact FM at: fmd.service@omes.ok.gov or 405-521-2204.

RAM/Caravan (5w30 / 5w20) Honda Civic (0w20)

Ford Focus, Escape, Fusion (5w20)

Chevy Equinox (5w30 / 5w20)

Chevy Impala (5w30 / 5w20)

CAM - FLEET MANAGEMENT

POLICY G001: *Preventive Maintenance Services for Fleet and State-Owned Vehicles*

3. MAINTENANCE REQUIREMENTS

3.1. "A" Maintenance Requirements (at 5,000 mile / 1-year intervals)

- 3.1.1. Change oil and filter;
- 3.1.2. Check all fluid levels and leaks, which include:
- 3.1.3. Power steering;
- 3.1.4. Brake fluid;
- 3.1.5. Transmission fluid;
- 3.1.6. Windshield washer; and
- 3.1.7. Radiator coolant.
- 3.1.8. Check tire condition and pressure;
- 3.1.9. Rotate and balance (if necessary); and,
- 3.1.10. Check spare.
- 3.1.11. Check for proper operation of the following:
- 3.1.12. Windshield wiper and washer;
- 3.1.13. All lights and reflectors;
- 3.1.14. Horn;
- 3.1.15. Heater and air conditioner;
- 3.1.16. Emergency brake;
- 3.1.17. Radio.
- 3.1.18. Check battery.

3.2. "B" Maintenance Requirements ("A" Maintenance, plus the following at 20,000-mile intervals)

- 3.2.1. Check and replace air and fuel filters, if necessary;
- 3.2.2. Replace P.C.V. valve, if necessary;
- 3.2.3. Clean and protect battery terminal ends;
- 3.2.4. Check brakes;
- 3.2.5. Check shocks;
- 3.2.6. Check front wheel bearing on rear drive vehicles; and,
- 3.2.7. Check drive axle boots on front-drive vehicles,
- 3.2.8. Drain and check CNG fuel filter(s), if necessary (bi-fuel and dedicated CNG vehicles only).
Note: CNG fuel filter(s) are to be replaced no sooner than at 30,000 miles interval

3.3. "C" Maintenance Requirements ("A" and "B" Maintenances, plus the following at 60,000-mile intervals)

- 3.3.1. Replace all belts and hoses, if necessary (no hoses replacement, if the vehicle has extended life coolant);
- 3.3.2. Service transmission (unless the manufacturer's maintenance schedule calls for the higher interval); and,
- 3.3.3. Complete detail clean (w/o engine clean).
 - 3.3.3.1. NOTE:
 - 3.3.3.2. No transmission service and complete detail clean, if "C" Maintenance was performed at 50,000 miles,
 - 3.3.3.3. Newer models of vehicles allow transmission service at higher mileage intervals than 60,000 miles, check the vehicle's owner's guide

3.4. CNG Vehicles Fuel System Maintenance

- 3.4.1. Tanks should be inspected in a qualified service facility every three years (36 months) or every 36,000 miles, whichever comes first.

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APPENDIX: CNG SERVICE DEALERS -

THIS LIST MAY NOT BE CURRENT; IF A VENDOR IS NO LONGER VALID, CONTACT
FMD.SERVICE@OMES.OK.GOV OR 405.521.2206

NOTE: Services on FMD vehicles must be preauthorized by FM - see 1.2

- Honda Civic CNG
 - Eskridge Honda OKC (405) 631-4444
 - Don Carlton Honda Tulsa (918) 622-3636
 - Joe Marina Honda Tulsa (918) 491-0116
 - Fowler Honda Norman (866) 979-4982
 - Honda of Bartlesville Bartlesville (918) 333-3333
 - Frank Kent Honda Ft. Worth, TX (800) 952-5613
 - Lute Riley Honda Richardson, TX (866) 799-4700
 - Rusty Wallace Honda Dallas, TX (800) 409-8249
- RAM 2500 CNG
 - Chaprell Chry-Dodge-Jeep LLC Ada (888) 460-7557
 - Carter County Dodge-Chry-Jeep LLC Ardmore (888) 608-8097
 - Frontier Motor Co El Reno (888) 810-8408
 - Doug Gray Chrysler Dodge Jeep Inc Elk City (888) 251-2924
 - John Vance Motors Inc Guthrie (888) 758-7382
 - Johnsons of Kingfisher Kingfisher (888) 927-7480
 - Lawton Chrysler Jeep Dodge Lawton (888) 697-6151
 - David Stanley Dodge LLC MWC (405) 737-3700
 - Norman Chrysler Jeep Dodge Norman (888) 379-1842
 - Bob Howard Chrysler Jeep Dodge OKC (888) 765-7024
 - Bob Moore Dodge Chrysler Jeep, Inc OKC (877) 399-1454
 - Fowler's I-240 Chrysler Jeep Dodge OKC (888) 853-4789
 - Automax Dodge-Chry-Jeep LLC Shawnee (866) 413-4689
 - Barry Sanders Supercenter Stillwater (888) 434-9217
 - Chris Nikel Chrysler Jeep Dodge Tulsa (866) 263-5159
 - Bob Moore Chrysler Dodge Jeep Ram Tulsa (866) 652-1279
 - Cummins Chrysler Weatherford (866) 463-4607
 - Irwin Auto Company Woodward (877) 205-1428