

Sedgwick County Transportation (SCT) Vehicle Maintenance Plan

The Sedgwick County Department on Aging vehicles purchased with Sedgwick County and Department on Aging funds in whole or as part of grant awards will be set up in and as part of the Fleet Maintenance Department table of vehicles.

Fleet Maintenance manages the care of these vehicles by providing ASE certified Mechanics capable of diagnosing and performing repairs; supplying proper equipment, tools, parts, fluids, etc., for the up keep of Department on Aging vehicles. Fuel is tracked through usage of keys per vehicle and codes associated with assigned vehicles. Charges are monitored by Fleet Maintenance and a statement/work orders sent to the appropriate persons associated with the Department on Aging vehicles at monthly intervals.

Fleet Maintenance designates three mechanics to have the capability of working on and driving Department on Aging vehicles for maintenance and test drives. These individuals are placed in a safety sensitive position as part of the FTA/DOT random drug and alcohol testing pool, process set up and monitored by the SCT Operations Manager for monthly review of eligibility in the D&A random pool.

The SCT program (General Public 5307, 5311, and Elderly, Physical Disability, Low Income 5310) vehicles are maintenance in accordance with Federal Transit Administration (FTA)/Kansas Dept. of Transportation (KDOT) and Sedgwick County Fleet Maintenance Dept. guidance and policies of care of vehicles as well as, manufacturer requirements/recommendations and all warranty limits as allowed to maintain an overall road worthy vehicle and to reach full vehicle life cycle usage.

FTA/KDOT – Annual inspection: performed by KDOT inspectors (See Attachment of items included for inspection)

Annual Lift/Ramp Service: performed by area Lift technicians (Kansas Truck Equipment)

Sedgwick County Fleet Maintenance software tracks vehicle mileage and provides notice of upcoming service if not already scheduled. Drivers of vehicles are to be vigilant of mileage to initiate service appointment.

Sedgwick County Preventative Maintenance (PM) Checks are performed at intervals recommended by the vehicles maker and any additional checks per Sedgwick County Fleet Maintenance as fleet age.

Work orders of maintenance performed are noted by the following for preventative maintenance and each PM includes the inspection of brakes, tires, belt hoses; suspension, battery, electrical components and air filter (replace as needed).

PMA indicates Oil Change service - (Every 5,000 miles)

PMB indicates Oil Change, Fuel Filter replacement (if applicable) – (Every 16,000)

PMC is Oil Change, Fuel Filter replacement (if applicable) – (Every 32,000)

PMD – Oil Change, Fuel Filter replacement (if applicable) – (Every 64,000)

Manufacturer wear bars are at 3/32nds on tires. In most states, they are considered worn out by 2/32nds. Sedgwick County Fleet Maintenance implements its safety standard to change out any tire when it reaches 4/32nd of tread depth.

Spark Plug replacement is at every 100,000 miles or as needed during any PM check.