1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish procedures for proper maintenance of Solid Waste Management Department equipment.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Solid Waste Management Department.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable
5.0 POLICY

It is the policy of the Solid Waste Management Department to operate a well-maintained fleet of vehicles, along with ancillary equipment, which is essential in the delivery of departmental services to its customers.

6.0 PROCEDURE

6.1 Vehicle drivers shall clean out the front of the packing blade in all compaction vehicles daily upon dumping of last load. If a second person is on the vehicle, he/she will also assist.

6.2 Vehicle drivers shall wash truck cab and body, interior and exterior, when time permits; mandatory once a week. Do not use a pressure washer on radiator. If a second person is on the vehicle, he/she will also assist.

6.3 It is the employee's responsibility to insure all tire chains needed for the next day's use are in good working order.

6.4 Whenever an extra truck is used, it must be logged in the check-out book by the driver. Any equipment that malfunctions is to be turned in to the garage – washed when possible, with no garbage left in the truck.

6.5 The driver is to check the necessary fluid levels before starting on the route. A complete pre-trip inspection is required before leaving the yard. This will include safety equipment.

6.6 Minor lubrication of the packing blade or forks will be performed at least once per week by the assigned crew.

6.7 If the vehicle is left unattended, during breaks, etc., the motor must be shut off and the key removed.

7.0 RESPONSIBILITIES

The Director, Solid Waste Disposal Superintendent, Department Supervisors, and Department Forepersons are responsible for administering this policy.

8.0 APPENDICES

Not Applicable