



SPECIAL ORDER



Series	Number	Originating Bureau	Effective Date	Expiration Date
2002	48	Services	10/8/02	N/A

Subject: **Maintenance Scheduling for Staff Vehicles**

1. Fleet Maintenance Coordinators:

Unit 510 (x6330) is the liaison to Mayfield shop and will oversee the maintenance of *sedan* type vehicles.

Unit 511 (x5976) is the liaison to the Utilities (Old Montgomery Road) shop and will oversee the maintenance of *SUV's, vans, & pickup* type vehicles.

2. Scheduling:

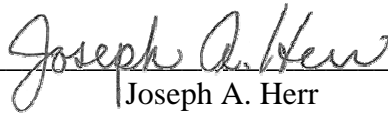
- a. Personnel needing maintenance for their vehicle will complete the appropriate maintenance request form, located on top of the filing cabinet next to the fleet status board outside Unit 510's office. The 8.5x11 gold forms are for SUV's/Vans/Pick-ups and the half sheet NCR forms are for Sedans. (Form holders will be adequately marked).
- b. Once the form is filled out, take it to the appropriate Fleet officer (Unit 510 or 511). Be sure to note on the form if there is any day that is not favorable. It is very important to note if you will need a loaner vehicle.
- c. Your fleet officer will contact you as soon as they receive a service date from the shop.
- d. Personnel assigned to the Training Division offices located at Cooksville will have their staff vehicles serviced at the Cooksville Shop and will coordinate scheduling of their vehicles directly with the shop supervisor.
- e. Upon completion of the maintenance, the shop will notify the Fleet Division and you will be notified via alpha pager that your vehicle is ready for pick-up.



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3. Canceling of appointments:
 - a. Should you be unable to make your scheduled appointment, it is extremely important that you notify your respective Fleet Officer ASAP. If no reply is received from your Fleet Officer, contact your respective shop directly. This is important so that the shop can move forward with other vehicles and not hold up their work while waiting for your vehicle. Phone numbers: Mayfield x4953, Old Montgomery x4967, Cooksville x5454.
4. This process should make the vehicle maintenance process a smooth and friendly one for you and the Fleet Division.



Joseph A. Herr
Fire Chief