

Scheduled Maintenance for Church Vehicles

The Ministers will take primary responsibility to see that the vehicles follow a schedule for maintenance. They will either take care of this personally or see that someone else does the appropriate follow-up. The schedule will be as follows:

I. Oil Change -- every 5,000 miles

II. Every Three Month Check or After Every Major Trip (500 miles)

- All Interior/Exterior Lights
- Oil Level
- Transmission Fluid
- Wiper Blades/Fluid
- Check Warning Lamps
- Check Battery/Connections
- Seat Belts

III. Every Six Months Check

- Tires For Wear/Air Pressure (Including Spare)
- Power Steering Fluid
- Air Filter

IV. Every 12 Months

- Have Brakes Inspected
- Parking Brake
- Rotate Tires
- Full Vehicle Inspection (as done on test for license)
- Check Cabin Air Filter

V. Cleaning

- The bus will be cleaned after every trip.
- (Before unloading youth/adults will clean up mess.)

VI. Records

- Mileage logs will be kept for every use.
- The schedule of service will be recorded in the office computer.