



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-12 SECTION D-1

DEPARTMENTAL VEHICLES- USE OF VEHICLES- FLEET MAINTENANCE AND REPAIR Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Procedure
- IV. Vehicle Inspection
- V. Operator Maintenance Checklist
- VI. Effective Date

I. DIRECTIVE

Baltimore City School Police Force (BCSPF) personnel operating a departmental vehicle shall conduct vehicle inspections as part of the vehicle fleet accountability program.

II. PURPOSE

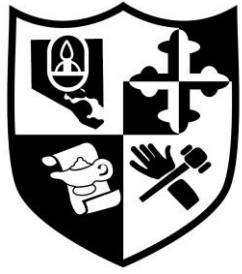
The purpose of this directive is to establish a system of control and accountability for BCSPF vehicle condition.

III. PROCEDURE

Members of BCSPF who operate or are a passenger in a departmental vehicle will use occupants' safety restraint devices. In addition, when it is necessary to transport a child, a child safety restraint is required. It is the intent of the BCSPF to ensure the effective use of departmental vehicles by establishing a system of control and accountability. Departmental vehicles shall be serviced according to the procedures established for repairs and maintenance.

IV. VEHICLE INSPECTION

- A. Personnel, prior to the commencement of each tour of duty, will carefully inspect their assigned vehicle.
- B. The form **Vehicle Operator Maintenance Checklist** will be completed during the inspection (See Annex A).
- C. Damage, defects or loss of equipment should be reported prior to placing the vehicle in service.



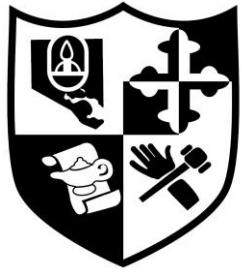
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- D. Any damage, defect or loss reported after the vehicle has been inspected and placed in service should be construed to have occurred during the tour of duty of the officer assigned to the vehicle.
- E. Personnel shall verbally notify their supervisor/OIC and submit a written report of any damage, defect or loss discovered during vehicle inspection.
 - 1. In the event that further operation of the vehicle would cause greater damage to the vehicle shall not be moved.
- F. Personnel will write, on their activity sheets any damage, defect, or loss discovered. These reports should be submitted as appropriate.
- G. Personnel should submit a detailed report to the Captain of School Police or Chief of School Police about any damages caused by or to your departmental vehicle while it is in your charge.
- H. Personnel should not change, alter or remove standard equipment on the vehicle without the approval of the Captain of School Police or Chief of School Police.
- I. Personnel should record and report any minor body damage which does not materially affect the safe and/or efficient operation of the vehicle as provided for in this order. A copy of this report shall accompany the vehicle at the time it is taken in for repairs.
- J. Personnel is responsible for the cleanliness of both the interior and exterior of vehicles to which they are assigned.
 - 1. Designated facilities are available for cleaning.
 - 2. Vehicles are to be kept clean and presentable at all times.
- K. Personnel will change defective (flat) tires as soon as reasonably possible after discovery.
 - 1. The defective tire will be taken to a repair facility for replacement or repair as soon as practical thereafter.
- L. When personnel encounter any unsafe conditions or mechanical trouble such as defective brakes, lights, steering, or motor trouble, they should alert the Fleet Manager, and take the vehicle or ensure its delivery to the appropriate repair facility.
- M. Vehicles needing repairs after normal service hours should be parked in the assigned area and delivered to the repair shop the next business day. Inoperative or unsafe vehicles will be towed.
- N. Personnel working 2300-0730 hours are to refer any repairs to the Fleet Manager.
- O. Personnel will be held responsible for any damage which may occur to departmental vehicles while in their charge unless it is shown that such damage was unavoidable and not the result of carelessness or negligence.
- P. If the vehicle is manned by two (2) members of the School Police department, each person will be jointly responsible for the proper inspection, use and servicing of the



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vehicle.

- Q.** Vehicles shall not be taken out of service merely for the replacement of oil or gasoline.
 - 1.** Personnel will ensure that the vehicle has no less than one-half (1/2) tank of gasoline for the on-coming shift.
- R.** Keys to the vehicles will be kept in the Supervisor's office. Operators should return all vehicle keys at the end of their shift.
- S.** All vehicle operators should sign the log book for their assigned vehicle.
- T.** Supervisors should ensure that assigned vehicles are properly maintained for cleanliness and good physical condition.
- U.** Supervisors should ensure that procedures for preventative maintenance are complied with by all personnel under their command.
- V.** Supervisors should ensure that preventative maintenance is performed both daily and on a regularly scheduled basis.
- W.** Supervisors, on the first day of every month, should give the Fleet Manager the vehicle mileage on all vehicles under their command.
- X.** The Fleet Manager should arrange for use of a vehicle whenever the assigned vehicle is disabled or placed out of service.
- Y.** The Fleet Manager should keep records of maintenance and repairs.
- Z.** The Fleet Manager should maintain an accounting of mileage that a vehicle has utilized during a reporting period.
- AA.** Any questions regarding the servicing or repair of vehicles should be referred to the Fleet Manager.

Every member of the Department operating a departmental vehicle shall be held accountable for the proper use and care of the vehicle and of any and all accessories, equipment and tools assigned to that vehicle, in keeping with this General Order.

V. OPERATOR MAINTENANCE CHECKLIST

Every member of the BCSPF upon initially taking an assigned vehicle must thoroughly inspect the vehicle and make a report to the duty Supervisor/OIC, stating the condition of the vehicle at the time of assignment.

Supervisors must ensure the good working order of departmental equipment assigned to personnel under their command.



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All operators of departmental vehicles will be responsible for performing daily operator maintenance checks whenever the vehicle is about to be placed in service.

Operators must inspect the following:

- 1. FLUID LEVELS**
 - a. Battery *
 - b. Oil
 - c. Water **
 - d. Gasoline
 - e. Transmission Fluid

- 2. TIRES**
 - a. Proper Inflation
 - b. Tread Wear

- 3. EXTERIOR**
 - a. Exhaust Pipe Extension
 - b. Body Damage
 - i. Dents
 - ii. Scrapes and/or Scratches
 - c. Trunk Seal

- 4. INTERIOR**
 - a. Cleanliness
 - b. Panel
 - i. Controls
 - ii. Lights
 - c. Parking Brake

- 5. LIGHTS**
 - a. Headlights
 - b. Directional Lights
 - c. Tail-Lights
 - d. Brake Lights
 - e. Emergency Lights



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6. HEATER/AIR CONDITIONER

7. WINDSHIELD WIPERS

8. MIRRORS

CAUTION:

Keep flame or sparks away from filler holes. Explosive hydrogen gas may be present.

****Use Caution in removing radiator cap to avoid contact with coolant or steam.**

NEVER REMOVE CAP WHEN ENGINE IS HOT!!!

Place a cloth over the cap, turn left to first stop, pause to allow any pressure to release through the overflow tube, then press down and turn left to remove cap.

VI. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____ Date _____