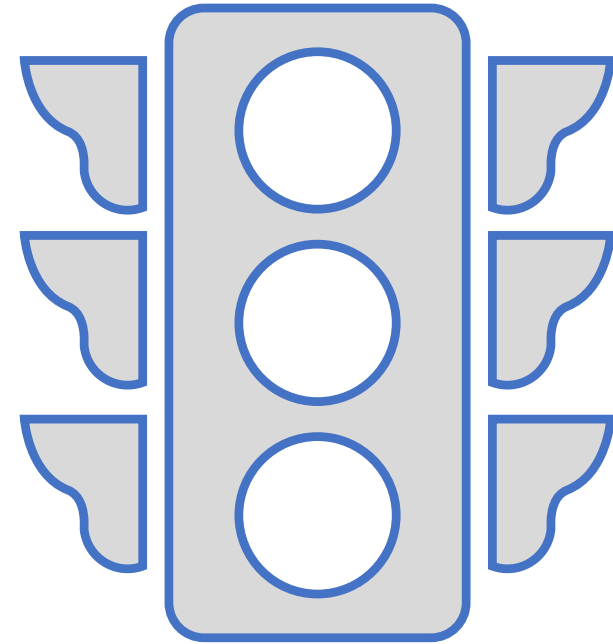


# Vehicle Maintenance Guidelines

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Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns





Oil change, fluid replacements and tire rotations to be done every 6,000 miles



Routine inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., must be done every 12,000 miles or sooner



Every 30,000 miles, vehicles should have a tune-up, transmission service, cooling system service, brake service, AC service, etc.



The vehicle must be cleaned (interior and exterior) regularly to help maintain its good appearance. A clean vehicle makes a good impression on customers.

# Vehicle Maintenance Guidelines



Remove all items from the vehicle trunk to make room for storage of customer luggage and collapsible wheelchair or walker



Do not store any oil, paints, solvents or any materials that could be deemed hazardous in the vehicle



Check tire pressure at least once weekly for safety, better gas mileage and more accurate meter readings.



Perform detailed exterior vehicle checks every 6 months

# Vehicle Maintenance Guidelines