

	COMPANY PASSENGER VEHICLE PREVENTATIVE MAINTENANCE SCHEDULE	Document No.:	HSE-BF-029
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The following maintenance schedule is based on average working conditions. Most of the items listed are checked daily as part of the pre-shift inspection. Shorten the time between maintenance work when operating vehicles:

- in consistently high or low temperatures
- on extremely rough terrain
- in extremely dusty areas
- continuously for periods exceeding 8 hours

Also refer to the manufacturers' instructions and adjust the schedule accordingly.

ITEM	MAINTENANCE TASK	MAINTENANCE SCHEDULE	PERSON RESPONSIBLE
1. Air Filter	Check – clean Change	Twice a week Monthly	Operator Mechanic
2. Belts & Hoses	Check Change	Daily As needed	Operator Mechanic
3. Brake Fluid	Check Change	Every two weeks As needed	Mechanic Mechanic
4. Engine	Inspection & Tune-up	Every 6 months	Mechanic
5. Emergency Supplies (first aid, flares, tools)	Check Replace	Daily As needed	Operator Operator
6. Fire Extinguisher	Check Change	Daily Every 6 months	Operator Operator
7. Lenses & Lights	Check Replace	Daily As needed	Operator Mechanic
8. Motor Oil	Check Change (inc. filter)	Daily Every two weeks	Operator Mechanic
9. Power Steering Fluid	Check Change	Every two weeks As needed	Mechanic Mechanic
10. Radiator Fluid	Check (when fluid is cold) Change	Daily Annually	Operator Mechanic
11. Sparkplugs	Check Change	Every two weeks As needed	Mechanic Mechanic