



Service Truck Maintenance Plan

Compliance + Preventive Maintenance Schedule

Prepared August 13, 2025

Scope & Compliance

This plan establishes a written, systematic maintenance program for Christy Signs service trucks operating in severe-duty conditions (heat, dust, stop-and-go). It blends FMCSA/DOT requirements, OSHA/ANSI rules for aerial devices, and OEM severe-duty schedules.

- **FMCSA/DOT:** Maintain a systematic program and records; daily driver inspections; annual periodic inspection.
- **DVIR Process:** End-of-day defect documentation and repair/approval records (use “no-defect” policy where allowed).
- **OSHA/ANSI (Aerial Devices):** Pre-use inspection each shift; periodic ≤ 12 months per OEM; dielectric test for insulated units; retain certificates.
- **OEM Severe-duty:** Use the shortest of miles/hours/time intervals.

Roles & Responsibilities

Role	Primary Responsibilities
Lead Technician	Perform and record daily pre/post-trip & pre-use aerial checks; report defects; keep truck clean & stocked; tag-out unsafe units.
Service Manager	Schedule PMs; track DOT & ANSI/OSHA inspections; order parts; close DVIR defects; maintain records; monthly audits.
Shop/Parts	Stage filters/fluids, manage spares, maintain tool calibration & fire extinguisher service.

Preventive Maintenance Cadence (Overview)

Cadence	Trigger (whichever first)	Highlights
Daily	Each shift / trip	DVIR; lights; tires; leaks; brakes; mirrors; horn; safety kit; ladders/tool securement; aerial pre-use controls.
Weekly	7 days / 250–500 mi	Top off fluids; tire pressures; clean intake screens; battery terminals; verify PPE/spill kit/fall protection.
Monthly (PM-A)	30 days / 3–5k mi / 100–150 hrs	Engine oil & filter (severe-duty); chassis lube; brake visual; rotate tires if needed; hydraulic quick-check.
Quarterly (PM-B)	90 days / 7–10k mi / 300–400 hrs	Brake measurements; coolant & transmission checks; torque fasteners; electrical/lighting test; boom decals.
Semi-Annual (PM-C)	6 months / 15–20k mi	Differential/transfer checks; engine/cabin air filters (dust); hydraulic filter & fluid sampling.
Annual (PM-D)	12 months	DOT annual inspection; ANSI A92.2 periodic inspection; dielectric test for insulated units; update decals/certificates.



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Daily DVIR & Pre-Use (Lead Tech)

- Brakes, steering, suspension (walkaround & feel)
- Lights/indicators, horn, wipers, mirrors, windshield & washers
- Leaks/fluids, belts/hoses, battery terminals (visual)
- Tires (damage, tread, pressure); lug nuts visual
- Load & **securement** (ladders, tools, parts); doors/compartments latched
- Aerial device pre-use: controls, interlocks, emergency descent, decals, guards
- Safety kit: cones, extinguisher, spill kit, PPE; housekeeping

Weekly

- Top off fluids; check coolant & DEF (if equipped)
- Check tire pressures to spec; note uneven wear
- Clean air intake & condenser/exchanger screens
- Battery terminals cleaned & tight
- Confirm PPE/fall protection & extinguisher present/service date

Monthly (PM-A)

- Engine oil & filter (severe-duty interval or hours); reset indicators
- Chassis lubrication & driveline inspection
- Brake lining visual & leaks; rotate tires if needed
- Quick check hydraulic hoses/fittings and PTO systems
- Update maintenance log; order upcoming parts

Quarterly (PM-B)

- Measure brake linings/drums/rotors; adjust/replace as needed
- Coolant condition; transmission fluid check
- Torque critical fasteners (suspension, wheels per procedure)
- Electrical load/charging test; lighting full test
- Inspect ladder/rack hardware; verify safety decals legible

Semi-Annual (PM-C)

- Differential/transfer case checks; lube per OEM
- Engine air & cabin filters (dust environment)
- Hydraulic filter service & fluid sampling (aerial/PTO)

Annual (PM-D & Compliance)

- DOT annual inspection (retain form and sticker)
- ANSI A92.2 periodic inspection (qualified person)
- Dielectric test for insulated units; affix decal; file certificates
- Training refreshers & operator cards, as required

Records & Audits

- Keep each vehicle's maintenance file at the garage location; retain per regulation and after disposition.
- Store DVIRs, repair orders, inspection certificates, and PM sheets (paper or digital).
- Service Manager audits monthly; track due dates (PMs, DOT, ANSI, dielectric) on a visible board and calendar.