

Chapter 6:Vehicle Maintenance

Vehicle Maintenance

Maintaining our vehicles at optimal performance is an important part of our delivery routine. Vehicles should also be kept clean and tidy at all times.

Oil changes need to be performed regularly. Anytime you need any work done on a vehicle a Purchase Order from corporate is required. You will need a PO to bill to your store any parts needed to repair or maintain the vehicle. You will also need a PO for labor, so that the garage can bill UAS for the work performed. The vehicle request form needs to be filled out and emailed to corporate for all vehicle repair needs. If you do not have this in email form, email or contact Beth Detor. She is in charge of vehicle maintenance. The form needs to be filled out thoroughly. After it is emailed, corporate will issue PO's to you for work and parts, then you may get the vehicle serviced.

No work is to be done on any vehicle without a PO from corporate.

It is company policy that there is no smoking, eating or drinking in company vehicles, as well as no cell phone use while driving a company vehicle.