

**ADMINISTRATIVE
PROCEDURE**

SUBJECT: REPAIR OF CITY VEHICLES

1.0 POLICY:

All vehicles owned by the City of Winona will be repaired and maintained at the city of Winona-Central Garage. Fire Department and Transit vehicles except upon request are exempt from this procedure.

The following procedure will be followed for repairs, oil changes, and lubrication of city-owned vehicles.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions

3.0 PROCEDURE:

3.1 Responsibility

The individual employee assigned to a city-owned vehicle/equipment is responsible for notification and scheduling of normal maintenance and/or equipment defects. Normal maintenance such as oil changes shall be done every 2,500 miles.

3.2 Maintenance Scheduling

3.2.1 If an employee has trouble with his/her city-owned vehicle/equipment or wishes to schedule the vehicle for normal maintenance, he/she shall contact the Central Garage Superintendent who will schedule the vehicle to be repaired.

3.2.1.1 Police and Fire Department equipment shall receive top priority over all other equipment.

3.2.1.2 Equipment used in emergency work such as snow removal equipment, sewer rodder, backhoe tractor, etc. shall receive next priority.

3.2.2 If an employee has mechanical trouble with their vehicle which prevents them from bringing the vehicle/equipment to the Central Garage, the Central Garage Superintendent will arrange for "on site" repair or towing to the central Garage depending on the type of repairs needed.

DEPARTMENT:
PUBLIC WORKS

SUPERSEDES:
9/11/1995

PREPARED BY:
AGR

APPROVED BY:
JRB

REVISED: 4/5/2013

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 107-2	PAGE <u>2</u> OF <u>2</u>
	SUBJECT: REPAIR OF CITY VEHICLES	

3.3 Delivering/Receiving Repaired Vehicles

3.3.1 Because of priorities that must be placed on certain pieces of equipment, scheduled repairs cannot always be completed within the estimated time period.

In order to provide an efficient program, employees shall make arrangements to leave their vehicle/equipment and be picked up. In some cases it may be more efficient to wait for repairs to be completed provided, that time does not exceed 15 minutes.

When repairs are completed the Central Garage staff will notify the employee or his supervisor that the vehicle/equipment may be picked up.

3.3.2 Vehicles will not be picked up or delivered by Central Garage employees unless prior arrangements have been made with the Central Garage Superintendent.

3.4 Charges for repair will be made by the Central Garage and will be sent to the Finance Department for cost accounting.

DEPARTMENT: PUBLIC WORKS	SUPERSEDES: 9/11/1995	PREPARED BY: AGR	APPROVED BY: JRB	REVISED: 4/5/2013
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