

VEHICLE MAINTENANCE PROCEDURES

Daily

- check tire pressure
 - see inside of drivers door for proper tire pressure
 - place tire gauge over valve stem until you hear air
 - read tire gauge
 - if tire pressure is low add air using proper air tank or compressor
- check oil level
 - open hood of vehicle
 - pull out oil dipstick
 - check level of oil on dipstick
 - if level is low, add manufacturers recommended oil to engine
- check fluids (transmission, coolant, brake)
 - Transmission – open hood of vehicle
 - pull out transmission fluid dipstick
 - check level of fluid on dipstick
 - if level is low, add manufacturers recommended fluid to transmission using a funnel
- check that all lights are working and replace broken or burned out bulbs
 - turn ignition to on position
 - turn head lights on
 - get out of vehicle
 - walk around vehicle
 - if any of lights are not working, replace bulb(s)
 - turn left turn signal on
 - get out of vehicle
 - walk around vehicle, checking to see if left turn signal is working
 - if any of the lights are not working, replace bulb(s)
 - turn right turn signal on
 - get out of vehicle
 - walk around vehicle, checking to see if right turn signal is working
 - if any of the lights are not working, replace bulb(s)
 - to check brake lights, get a person to help you
 - place foot on brake pedal
 - ask person that is helping to walk around truck and check to see if lights are working
 - if any of the lights are not working, replace bulb(s)

Monthly

- check tire pressure, look for uneven wear or embedded objects
- check around vehicle for fluid leaks
 - o oil – black
 - o coolant – bright greenish yellow
 - o transmission fluid – pink
 - o power steering/brake fluid – clear, slight brown tinge
- check fluid levels

- engine oil
- coolant
- transmission fluid
- power steering fluid
- check for cracked or split spark plug wires, cracked radiator hoses or loose clamps & corrosion around battery terminals
- check windshield wipers
- check seat belts
- check for problems with the brakes
 - on straight, flat, traffic free stretch of road, rest hand lightly on steering wheel & apply brakes gradually. If vehicle swerves, brakes may need adjustment
- check wheel alignment
 - on straight, flat, traffic free stretch of road, rest hand lightly on steering wheel and drive at an even speed. If vehicle pulls to one side, vehicle may need a wheel alignment

Every 3 months/5,000 kms – vehicle needs to have oil changed with oil that is
Recommended by manufacturer

Annually - check air filters and fuel filters

10,000 kms - rotate tires

48,000 kms - spark plugs should be changed

96,000 kms - spark plug wires should be changed