

Town of Orford, New Hampshire

Highway Vehicle and Equipment Maintenance Policy

Objective - The Town of Orford Highway seeks to have a vehicle and equipment maintenance plan for all of its equipment.

Purpose - To provide a preventive maintenance program for all highway equipment. A strong preventive maintenance program should lead into a reduction in costly repairs and less down time.

Command - The Road Agent or Designee will ensure that all of the equipment is serviced every 50 hours in accordance with Appendix A. The Selectboard may check equipment and paperwork at any time.

Execution -

- A.** Highway equipment shall have a pre-trip inspection prior to operating that piece of equipment and sign the equipment report (Appendix B). The operator will report any defects to the Road Agent or designee.
- B.** At the end of each day the operator will record any defects along with hours/miles on the equipment report. During snow plowing operations record at midnight. The number of hours/miles will be turned into the Road Agent or designee for input to PubWorks.
- C.** Trucks shall be serviced approximately every 250 hours by a qualified mechanic.
- D.** The heavy equipment shall be scheduled for service in accordance with the owner's maintenance schedule for each piece of equipment as per manufacturers specs.
- E.** During winter operations, within 24 working hours after the storm, trucks shall be emptied, rinsed and power washed. The cabs should be kept clean and free of trash.
- F.** During any down time, trucks could have minor body work done (scrape and paint with brush or roller). This will keep the equipment looking good.

Notice - This policy shall be given to each highway crew member along with the towns equipment policy to read and sign.