

VEHICLE MAINTENANCE RECORD



State or FTA License Number

Agency Name: _____

Address: _____

Vehicle Make: _____

Model: _____ Year: _____

PREVENTATIVE MAINTENANCE RECOMMENDATIONS

- Oil Change, Filter & Lube** ----- Every 3,000 miles in dusty areas, 5,000 miles under normal driving conditions.
- Air Filter**----- Every 10,000 miles in dusty areas or 20,000 miles under normal driving conditions.
- Transmission Fluid**----- Follow Manufacturer's recommendations regarding service intervals.
- Cooling System** ----- Drain, flush and fill with new coolant every 36 months or as Manufacturer recommends.
- Hose & Belts**----- Replace every three years to avoid breakdown.
- Tires** ----- Replacement tires should be equivalent or greater than: Load range E for 10 ply and load range D for 8 ply.
- Tire Pressure** ----- Should be within 5 pounds of tire manufacturer's recommendations.
- Front Wheel Bearing**----- Inspect/Service every 12 months.
- Fuel Filter**----- Replace every 30,000 miles.
- Tire & Wheel rotation** ----- Rotate after first 5,000 miles on new tires, then every 15,000 miles thereafter.
- Brakes-Disc Drum & Parking**----- Inspect every 12 months.
- ADA Lift/Equipment** ----- Service lift every 750 cycles or 3,000 miles.
- ADA Accessories** ----- Inspect tie downs, locks, straps, alarms, and doors for wear, tear, damage, and serviceability every 3,000 miles.

Follow the manufacturer's suggested maintenance intervals if they should differ from the Department's recommendations.

NOTICE

MAINTENANCE REQUIREMENT

This Vehicle Maintenance Record SHALL be kept up-to-date and in the vehicle or a file at all times.

The Arkansas State Highway and Transportation Department will periodically inspect all vehicles, to include a review of this record.

If the Department feels that the vehicle is not being properly maintained, the vehicle will be reclaimed or reassigned.

How well a vehicle is maintained will be taken into consideration in reviewing subsequent funding requests.



ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT NOTICE OF NONDISCRIMINATION

The Arkansas State Highway and Transportation Department (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. Nelson, Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P.O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: Joanna.Nelson@arkansashighways.com.

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.