



# Vehicle Maintenance Procedures

## GBTI Inc

At GBTI Inc., we recognize that effective fleet maintenance is essential for ensuring the safety, reliability, and longevity of our vehicles. A well-structured maintenance program not only helps to prevent breakdowns but also extends vehicle life and reduces overall operational costs. Below are the key procedures we implement for effective fleet maintenance:

### 1. Establish a Maintenance Schedule

- **Preventive Maintenance (PM):**  
Routine inspections and maintenance are scheduled based on specific time intervals (e.g., weekly, monthly) or mileage thresholds to proactively address potential issues and avoid breakdowns.
- **Predictive Maintenance:**  
Utilizing advanced telematics and diagnostic tools, we monitor vehicle performance in real-time to predict when maintenance is necessary, allowing timely and efficient interventions.

### 2. Conduct Regular Inspections

- **Daily Inspections:**  
Drivers perform thorough pre-trip inspections that include checking fluid levels (oil, coolant, brake fluid), tire pressure, lights, brakes, and other essential safety components to ensure each vehicle is road-ready.
- **Monthly Inspections:**  
Comprehensive vehicle checks are conducted monthly, covering suspension systems, exhaust systems, battery condition, and other key areas to catch issues early and maintain reliability.

### 3. Document Maintenance Activities

- **Record Keeping:**  
GBTI Inc. maintains detailed maintenance logs for every vehicle. These records include service dates, types of maintenance performed, parts replaced, and any issues noted to ensure accountability, compliance, and informed decision-making.

### 4. Perform Routine Maintenance Tasks



- **Oil Changes:**  
Engine oil and filters are replaced according to manufacturer recommendations to maintain engine health and performance.
- **Tire Maintenance:**  
Regular tire rotation, alignment checks, tread inspections, and inflation monitoring are conducted to ensure safety and optimal fuel efficiency.
- **Brake Inspection:**  
Brake pads, discs, and fluid levels are regularly inspected and replaced as needed to ensure safe braking performance.
- **Fluid Checks:**  
Essential fluids such as transmission, power steering, and windshield washer fluids are routinely checked and topped off to maintain vehicle functionality.
- **Battery Maintenance:**  
Battery terminals are inspected for corrosion and secure connections. Battery charge levels are checked regularly to prevent failures and maintain reliability.

## **5. Address Repairs Promptly**

- **Identify and Report Issues:**  
Drivers are trained to identify and report mechanical issues immediately to minimize the risk of further damage or vehicle downtime.
- **Timely Repairs:**  
All reported issues are scheduled for repair promptly to ensure safety, minimize operational disruptions, and preserve vehicle integrity.

## **6. Implement a Training Program**

- **Driver Training:**  
GBTI Inc. provides comprehensive training to drivers on proper vehicle operation, basic maintenance procedures, and safety protocols to promote a culture of accountability and awareness.
- **Mechanic Training:**  
Our mechanics receive ongoing education and hands-on training in the latest repair techniques and technologies to ensure high-quality, up-to-date service.

## **7. Review Maintenance Procedures Regularly**



- **Evaluate Effectiveness:**

Maintenance schedules and practices are regularly reviewed for effectiveness. Adjustments are made based on performance data, inspections, and feedback to continuously improve outcomes.

- **Stay Updated:**

GBTI Inc. actively stays informed about industry developments, new technologies, and best practices to enhance our maintenance program and operational efficiency.

## **9. Compliance and Safety Checks**

- **Regulatory Compliance:**

All maintenance procedures are designed to comply with federal transportation and safety regulations to ensure our fleet operates legally and responsibly.

- **Safety Audits:**

Regular safety audits are conducted to verify that every vehicle in the fleet meets safety standards and is fit for road operation.

## **Conclusion**

By implementing these comprehensive fleet maintenance procedures, GBTI Inc. ensures the safety, reliability, and cost-efficiency of its fleet operations. Through preventive care, timely repairs, detailed recordkeeping, and ongoing training, we promote operational excellence and uphold the highest standards of vehicle safety and performance.