



City of Arts & Innovation

City of Riverside Administrative Manual

Effective Date: 07/2003
Last Review Date: 07/2018
Latest Revision Date: 07/2022
Next Review Date: 07/2025
Policy Owner(s): General Services

Approved:



Department
City Manager

SUBJECT:

Vehicle Maintenance

PURPOSE:

To provide a procedure for obtaining preventive, emergency, and routine maintenance of vehicles and related equipment.

SOURCE OF AUTHORITY: City Charter Section 601

POLICY:

It shall be the driver's responsibility to check the vehicle or equipment prior to operation for fuel, water, damage, and safety, or as required by the Department of Transportation and the California Highway Patrol. During operation of the equipment, it shall be the driver's responsibility to note malfunctions requiring maintenance and to turn the vehicle or equipment in to the fleet garage as soon as possible. It is further the responsibility of the operator to ensure the cleanliness of the vehicle inside and out to professionally represent the City at all times.

It shall be the using department's responsibility to assure that:

- Vehicles and equipment scheduled for preventive maintenance are delivered to the maintenance location on the date and at the time that is scheduled by Fleet Management.
- Vehicles and equipment delivered to the fleet garage for repairs are not subsequently moved or used without a release from Fleet Management.
- The Fleet Management Division receives one copy of all accident forms so that repairs can be started as soon as possible after an accident occurs.
- Drivers are instructed in the proper use and care of all vehicles and equipment prior to operation.

PROCEDURE:

Responsibility	Action
Fleet Management Service Writer	Determines requirements for preventive maintenance of all city-owned vehicles and schedules repairs.
Fleet Management Office	Notifies departments one week prior to the month vehicles and equipment are scheduled for preventive maintenance by completing and distributing Equipment Preventive Maintenance Monthly Planner. There is flexibility in the scheduling process should the using department need dates/times altered to maintain efficient departmental operations, unforeseen circumstances, or emergencies. The using department should contact Fleet Management to request schedule modifications as needed.
Department	Directs operator of assigned vehicle or equipment to deliver it to the fleet garage for preventive maintenance.
Operator (Preventive Maintenance Only)	Takes the vehicle or equipment to the repair location by the date and time required and informs Fleet Management of its location.
Operator (Routine & Emergency Repair Maintenance Only)	Fills out Operator's Report (GS Form No. 007) when other than scheduled repairs are required. Retains second copy of form for personal record and gives original copy to Fleet Management office.
Operator (Emergencies)	Notifies Fleet Management during regular working hours or follows emergency procedures, noted on the distributed Emergency Call Instructions memo during off-duty hours, of emergency repair requirements.
Fleet Management Office Staff	Reviews Operator's Report; discusses required repairs with operator; inspects vehicle for stated repairs then fills out Work Order identifying work requirements for mechanics.
Fleet Management Supervisor or designee	<p>Assigns work to mechanics by priority and availability of parts.</p> <p>Completes assigned maintenance then annotates computer generated Work Order job notes describing work accomplished and time used to complete each separate repair. Parks vehicle in its designated Corporation Yard parking area or on ready wall if the vehicle is from outside the Yard.</p>
Using Department or Operator	<p>Reviews Work Order for completeness of repairs and inspects mechanic's work. Completes a daily deadline list and forwards to each department's repair liaison via E-mail.</p> <p>Picks up vehicle.</p>

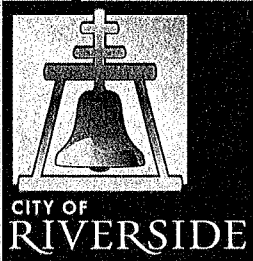
Attachments:

- Vehicle Accident Report
- Preventive Maintenance Monthly Planner
- Operator's Report
- Emergency Call Instructions
- Deadline List
- Work Order

Department Review			
<i>Required</i>	<i>Department</i>	<i>Signature</i>	<i>Printed Name</i>
<input type="checkbox"/>	City Attorney		
<input type="checkbox"/>	City Clerk		
<input type="checkbox"/>	CEDD		
<input type="checkbox"/>	Ofc. of Communications		
<input type="checkbox"/>	Finance		
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	General Services		
<input type="checkbox"/>	Housing		
<input type="checkbox"/>	Human Resources		
<input type="checkbox"/>	IT		
<input type="checkbox"/>	Library		
<input type="checkbox"/>	Museum		
<input type="checkbox"/>	Ofc. of Homeless Solutions		
<input type="checkbox"/>	Parks, Rec & Comm Svcs		
<input type="checkbox"/>	Police		
<input type="checkbox"/>	Public Utilities		
<input type="checkbox"/>	Public Works		

UNIT#	DEPT	STATUS	DATE TURNED IN	EST COMPLETION DATE	DAYS HERE	DAYS OVER/UNDER ESTIMATE	July 29, 2022		
							FLEET MGMT UNIT STATUS LIST	LOCATION OF UNIT	OK TO OPERATE
C1001	Code	WND	6/15/2022	7/22/2022	44	-7	Body Work, decal	Ready Wall	Out of Service
C1008	Fire	WFP	9/28/2021	INDEFINITE	-	-	Hybrid battery dead	Dead Line	Out of Service
C1023	Parks	WND	7/12/2022	7/15/2022	17	-14	PM	In Shop	Out of Service
C1062	P&R	WFP	7/13/2022	7/15/2022	16	-14	Check Engine Light	Dead Line	Out of Service
C1088	PWE	WFP	6/13/2022	6/22/2022	46	-37	Brake pedal gets hard, won't stop	Fritts	Out of Service
C1103	Water	WND	6/23/2022	7/20/2022	36	-9	Pulley	Dead Line	Out of Service
C1106	Streets	WND	3/22/2021	INDEFINITE	-	-	Accident damage	Dead Line	Out of Service
C1117	PWE	WND	11/13/2019	INDEFINITE	-	-	Prep for Salvage	Dead Line	Out of Service
C1163	Water	WFP	7/13/2022	7/21/2022	16	-8	Check Engine Light	Dead Line	Out of Service
C1206	Code	WND	2/4/2022	INDEFINITE	-	-	Accident - Totalled	Dead Line	Out of Service
C1248	Code	WFP	7/7/2022	7/12/2022	22	-17	A/C	Dead Line	Out of Service
C1275	PWE	WFP	2/8/2022	INDEFINITE	-	-	Accident - Totalled	Ready Wall	Out of Service
C1283	Airport	WFP	7/6/2022	7/14/2022	23	-15	ABS Module	Dead Line	Out of Service
C1285	Streets	WND	1/4/2022	INDEFINITE	-	-	Accident - Totalled	Ready Line	Out of Service
C1382	Park	WFP	7/6/2022	7/11/2022	23	-18	A/C	Dead Line	Out of Service
C1403	Parks	OPN	7/14/2022	7/15/2022	15	-14	PM, tail lamp is out	Dead Line	Out of Service
C1421	Water	WFP	7/15/2022	7/19/2022	14	-10	PM, Brakes	Dead Line	Out of Service
C959	Parks	WND	2/11/2021	INDEFINITE	-	-	Hybrid battery (Possible salvage)	Dead Line	Out of Service
C994	Code	WFP	6/9/2021	INDEFINITE	-	-	Engine noise	Fritts	Out of Service
E340	Water	WND	7/5/2022	7/9/2022	24	-20	Battery and Charging System	Dead Line	Out of Service
E351	Streets	WND	5/14/2021	INDEFINITE	-	-	Prep for Salvage - Retired	Dead Line	Out of Service
E352	Streets	WND	6/27/2022	6/30/2022	32	-29	Hard start, Portable generator	Dead Line	Out of Service
E353	Streets	WFP	5/19/2022	6/24/2022	71	-35	Small generator	Dead Line	Out of Service
E358	Signal Maint	WND	7/11/2022	7/29/2022	18	0	Transmission Issue	Dead Line	Out of Service
E363	Streets	WND	10/8/2019	INDEFINITE	-	-	Prep for Salvage - Retired	Dead Line	Out of Service
E364	Water	WFP	6/21/2022	7/22/2022	38	-7	Replace Expired CNG Tanks	National CNG	Out of Service
E368	Streets	WFP	7/5/2022	7/22/2022	24	-7	PCM	Dead Line	Out of Service
E383	Energy	WFP	6/24/2022	7/8/2022	35	-21	Transmission Issue	United Trans.	Out of Service
E424	Water	WND	7/11/2022	7/19/2022	18	-10	Transmission	Dead Line	Out of Service
E444	WQC	WFP	6/29/2022	7/7/2022	30	-22	Water in hydraulic tank, PM	Dead Line	Out of Service
E462	WQC	WND	7/15/2022	7/19/2022	14	-10	PM / Tires	Dead Line	Out of Service
E472	Electric	WFP	6/16/2022	6/17/2022	43	-42	No start (warranty)	Velocity	Out of Service
H271	Water	WND	7/14/2022	7/17/2022	15	-12	PM, Brakes	Dead Line	Out of Service
H300	Water	WFP	5/18/2022	5/26/2022	72	-64	A/C, transmission, hydraulic leak	IBPC	Out of Service
H333	CSST	WFP	7/13/2022	7/19/2022	16	-10	Transmission Issue	Pro Trans	Out of Service
H337	CSST	WND	5/4/2022	5/6/2022	86	-84	Check Engine Light (Seized spark plug)	Dead Line	Out of Service
H361	CSST	WFP	4/19/2022	4/26/2022	101	-94	Engine misfire	Race Way Ford	Out of Service
H362	CSST	WND	7/14/2022	7/19/2022	15	-10	Cooling System	Bus Dead Line	Out of Service
I057	Sweeping	WND	3/24/2022	INDEFINITE	-	-	Prep for Salvage	Sweeper Line	Out of Service

ID	Activity	Status	Start Date	End Date	Days	Count	Notes	Dead Line	Out of Service
I064	Sweeping	WND	7/7/2022	7/11/2022	-18	22			Out of Service
I066	Sweeping	WND	2/23/2021	INDEFINITE	-	-	Hopper side shift, Elevator malfunction	Dead Line	Out of Service
I070	Sweeping	WND	5/23/2022	6/15/2022	-44	67	Rebuild vacuum head	In Shop	Out of Service
J168	Refuse	WND	8/1/2018	INDEFINITE	-	-	Prep for Salvage	Dead Line	Out of Service
J176	Refuse	WND	7/15/2022	7/19/2022	-10	14	Arm shutdown every 4-5 houses	Packer Dead Line	Out of Service
J178	Refuse	WFP	7/8/2022	7/15/2022	-14	21	Valve	Packer Dead Line	Out of Service
J185	Refuse	WND	7/14/2022	7/29/2022	0	15	Broken chassis/frame	Packer Dead Line	Out of Service
J186	Refuse	WND	10/11/2019	INDEFINITE	-	-	Being used for parts	Dead Line	Out of Service
J187	Refuse	WND	7/5/2022	7/8/2022	-21	24	Check Engine and Engine Stop Light	Packer Dead Line	Out of Service
J188	Refuse	WFP	3/25/2022	7/29/2022	0	126	Caught on fire	Amprep	Out of Service
J191	Refuse	WND	7/15/2022	7/20/2022	-9	126	Air leaks (towed in)	In Shop	Out of Service
J194	Refuse	WFP	8/27/2020	INDEFINITE	-	-	Fire damage	Velocity	Out of Service
J201	Refuse	WFP	6/20/2022	6/24/2022	-35	39	Electrical short	Packer Dead Line	Out of Service
J203	Refuse	WFP	7/5/2022	7/21/2022	-8	24	Coolant in Cylinder	Cummins	Out of Service
L158	Streets	WND	6/27/2022	6/30/2022	-29	32	A/C	Dead Line	Out of Service
L166	Water	WND	6/9/2022	6/15/2022	-44	50	PM, Radio	Dead Line	Out of Service
M128	Auto Stores	WFP	7/6/2022	7/14/2022	-15	23	Hub seal leaking	In Shop	Out of Service
P101	Electric	WFP	4/14/2022	4/20/2022	-100	106	Check Engine Light	Leonards Diesel	Out of Service
Q155	P&R	WND	7/14/2022	7/18/2022	-11	15	Bent axle	Lot 47	Out of Service
Q259	Electric	WFD	3/21/2022	4/22/2022	-98	130	LIGHTS(vendor no longer has parts), PM	Dead Line	Out of Service
R045	Water	WFP	5/25/2022	5/27/2022	-63	65	Strobe Light	Dead Line	Out of Service
R046	Pool	OPN	6/8/2022	6/9/2022	-50	51	CNG Recert	Packer Dead Line	Out of Service
S089	Streets	OPN	5/3/2022	7/29/2022	0	87	Transmission shifting problem	Dead Line	Out of Service
S118	WQ	WND	6/23/2022	6/29/2022	-30	36	Exhaust HUSS System	Packer Dead Line	Out of Service
S135	Water	WND	5/24/2022	5/26/2022	-64	66	Engine has power loss, shifting problem	Outside stall#1	Out of Service
S142	Parks	WND	7/14/2022	7/19/2022	-10	15	PM, Door handle	Dead Line	Out of Service
V353	Water	WFP	5/19/2022	7/29/2022	0	71	Lights are dim and not blinking correctly	Dead Line	Out of Service
V358	Water	OPN	7/12/2022	7/20/2022	-9	17	Head gasket or injector issue	Dead Line	Out of Service
X252	Streets	WND	6/27/2022	6/30/2022	-29	32	Arrow Board	Dead Line	Out of Service
C1137	Meters	DONE	5/25/2022	6/21/2022	-38	65	A/C	Dead Line	Yes
C1208	Code	DONE	7/12/2022	7/15/2022	-14	17	A/C	Ready Line	Yes
C1255	PWE	DONE	7/14/2022	7/15/2022	-14	15	PM	Ready Line	Yes
C1380	Water	DONE	6/22/2022	7/8/2022	-21	37	Electrical issue	Ready Line	Yes
C1450	Meters	DONE	7/12/2022	7/15/2022	-14	17	New Key	Ready Line	Yes
E372	WQ	DONE	7/14/2022	7/15/2022	-14	15	PM	Dead Line	Yes
G287	Refuse	DONE	6/21/2022	6/24/2022	-35	38	Brakes not working correctly	Ready Line	Yes
L160	WQ	DONE	7/11/2022	7/19/2022	-10	18	Hydraulic leaks, tires	Ready Wall	Yes
L161	Electric	DONE	6/1/2022	6/3/2022	-56	58	Losing power	Ready Line	Yes
Q260	Electric	DONE	6/30/2022	7/1/2022	-28	29	Battery	Dead Line	Yes
Q324	Water	DONE	6/28/2022	6/30/2022	-29	31	Battery	Dead Line	Yes
V352	Water	DONE	6/29/2022	6/30/2022	-29	30	Trailer Plug Cable	Dead Line	Yes



MEMORANDUM

General Services Department

DATE: 9/9/2022
TO: ALL EMERGENCY CALL LOCATIONS
FROM: MIKE TURNBULL – FLEET OPERATIONS MANAGER
RE: EMERGENCY CALL INSTRUCTIONS FOR FLEET MANAGEMENT

The following is an updated listing of contacts and telephone numbers for emergency equipment maintenance services. Please distribute a copy to all supervisors in your respective department who are responsible for requesting emergency services.

Weekdays, 6:00 AM to 12:30 PM, call Fleet Management at (951) 351-6157.

Holidays, weekends, or between 12:30 AM and 6:00 AM:

TOWING SERVICE: Auto Aide Towing (951) 735-2180
TIRE SERVICE: Eagle Road Service (951) 787-6884
CNG FUEL ISLAND ALARMS: On Call Fleet Mechanic (951) 329-7128 (Cell)
OTHER EMERGENCIES:

Michael Turnbull, Fleet Manager (909) 838-6960 (Cell)
Chan Sivon, Fleet Mgmt Supervisor (951) 842-1309 (Cell)
Gary Maus, Fleet Mgmt Supervisor (760) 954-9005 (Cell)

All emergency towing and tire service requests must be reported to Fleet Management, x6157, on the first workday following the emergency request so that a Work Order and Purchase Authorization can be prepared on the services performed.

Please distribute this memo to superintendents and supervisors in your respective department.

cc: Carl Carey

JULY 2022

2210000 Building Services	
X305	Q265
X326	

2215000 GS, FLEET MANAGEMENT	
G297	T.SRV,TRK
X322	F.SRV,TRK
X323	

4110100 PW/SS STREET MAINT	
E323	25-Jul
E332	28-Jul
E352	26-May
E353	20-Jul
E369	27-Jul
E375	26-Sep
E388	4-May
E405	14-Jun
E411	2-Jun
I056	18-May
Q189	13-Jun
Q197	12-Jun
Q232	20-Sep
Q252	10-Jan
Q253	10-Jan
Q328	21-Mar
Q329	10-Jan
R040	25-Jul
S089	1-Aug
S099	15-Mar
S105	12-Jul
S106	21-Jul
S113	27-Feb
S114	1-Aug
S121	19-Sep
S124	2-Jun
S129	19-Jul
S132	25-Jul
S138	5-Jun
S141	13-Feb
S144	12-Jul
K300	
L098	
L103	
L114	
L126	
L128	
L146	
L154	
N774	
P088	
Q186	
Q193	
Q201	

4110300 PW STORM DRAIN	
E361	31-Oct
E463	29-Jul
S118	OOS

4110400PW, SIGNAL MAINTENANCE	
E247	27-Jul
E362	107%
E447	116%

4125100PW/WQC C/SYS MAINT	
E254	6-Apr
E270	5-Aug
E372	19-Jul
E386	3-Aug
E444	8-Jun
E461	3-Apr
E462	16-Jun
R037	24-Apr
L185	
Q235	
Q315	

4125400 PW/WQC PLANT MAINT	
E420	26-Jul

4130100PW SOLID WASTE	
J141	OOS
J151	OOS
J157	OOS
J159	OOS
J160	OOS
J161	OOS
J155	29-Jul
J164	14-Feb
J166	18-Jul
J167	2-Aug
J169	12-Jul
J172	16-May
J174	2-Aug
J176	16-May
J177	21-Jun
J178	12-Oct
J180	31-Jul
J185	18-May
J187	24-Jun
J188	OOS
J194	OOS
J196	10-Jul
J198	5-Apr
J199	25-May
J200	8-Feb
J201	31-Jul
J203	12-Apr
S131	1-Aug
H298	117%
X304	
X327	

5205000 P&R RECREATION	
Q228	
Q311	
V369	
X248	

5215000 P&R PARKS	
E355	5-Aug
S142	3-Aug
X298	23-Jun
L133	
Q237	
Q249	
X237	
X332	

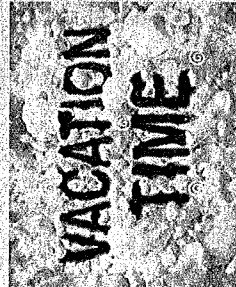
5100000 PU, PROD & OPERATION	
E303	14-Jul
Q154	8-Nov
Q184	7-Nov
Q230	12-May
Q327	26-Oct
L149	
M115	
Q158	
Q185	
Q217	
Q233	
Q310	
V274	



4130400PW/SS STREET CLEAN	
I057	OOS
I058	OOS
I060	OOS
I061	24-Apr
I064	20-Mar
I065	27-Mar
I066	OOS
I067	1-Aug
I068	16-Aug
I070	20-Mar
I071	13-Apr
I190	30-May

6105000 PU, FIELD OPERATIONS	
D047	28-Jul
D048	21-Jul
E241	1-Aug
E316	13-Jul
E342	25-Jul
E385	20-Jun
E390	3-Aug
E400	9-Aug
E402	10-Jul
E418	24-Jun
E471	25-Oct
E473	26-Jul
Q250	3-Apr
Q337	15-Mar
Q342	15-Mar
E357	95%
E465	111%
Q033	
O068	
Q111	
Q236	
Q259	
Q260	
Q273	
Q277	
Q298	
Q300	
V344	

6205000 PU, WATER FIELD OPER	
E364	4-Jul
E366	7-Mar
E373	12-Jun
E389	4-Aug
E427	19-Jun
I062	21-Jul
I072	11-Jul
Q139	10-Jul
Q219	15-May
Q220	10-Jun
Q221	30-May
Q222	18-Nov
Q250	3-Apr
Q251	10-Jun
Q254	19-Aug
Q255	18-Nov
Q268	3-May
Q333	18-Nov
Q334	22-Jul
Q344	29-Jun
R043	4-Aug
S127	22-Jun
S128	29-Mar
S130	25-May
S134	26-May
S135	19-Jun
S136	1-Aug
S139	26-May
S140	4-May
S145	31-May
S148	1-May
S150	26-Jul
E318	138%
E347	84%
N813	
N822	
P100	
Q133	
Q134	
Q136	
Q137	
Q156	
Q187	
Q215	
V295	
V340	





SUPERVISOR'S FIRST REPORT OF INCIDENT / MISHAP

PLEASE PRINT - COMPLETE ALL ITEMS IF DWC -1 FORM SUBMITTED TO WORKERS' COMP- SUBMIT IMMEDIATELY
COMPLETE HIGHLIGHTED ITEMS TO DOCUMENT FIRST AID INCIDENT ONLY

SUPERVISOR SECTION

Employee: _____ Dept/Div: _____ Classification: _____
 Address: _____ City/Zip: _____ Home Phone: _____
 Birthdate: _____ Age: M F Hire Date: _____ Shift: Day Evening Night 24hr
 Date of Incident: _____ Time of Incident: _____ Reported to Work: Date: _____ Time: _____

Date Incident Reported: _____ Reported to Whom: _____

Location of Incident: _____

Type of Incident: Injury Property Damage Equipment Damage Vehicle Collision Near-Miss

(1) Was employee given First Aid Yes No (2) Was further medical treatment refused by employee Yes No

Notify Workers' Compensation for "YES" answers to Items #3, #4 & #5

(3) Was employee sent to: Emergency Room Yes No Name of Hospital: _____
 Preferred Clinic Yes No Name of Clinic: _____
 Pre-designated Physician Yes No Name of Physician: _____
 Other: _____

(4) Was employee admitted to hospital Yes No (5) Fatality Yes No
 Did employee wear protective equipment Yes No List equipment used: _____

Part of Body
 No Injury
 Fill in Blank (be specific) _____

Type of Injury (check)
 Reaction to foreign substance/object
 Puncture
 Loss of Consciousness
 Chemical Exposure
 Gunshot / Stabbing
 Contusion
 Burn
 Sprain / Strain
 OPIM Exposure
 Other _____

Incident Cause (check)
 Fall from stairs / obstacle / elevation
 Defective equipment
 Horseplay
 Other _____
 Act or procedure
 Fall on floor/surface
 Repetitive Motion
 Injury from falling objects
 Improper use of equipment/instrument
 Resistance by Arrestee
 Back injury from lifting

Witnesses
 (1) Name: _____ Dept/Address: _____ Phone: _____
 (2) Name: _____ Dept/Address: _____ Phone: _____

City Vehicle Information: Year/Make/Model _____ Type Vehicle _____ Asset# _____
 Headlights on: Yes No Warning Lights on: Yes No Turn signals used: Yes No Horn used: Yes No
 Seatbelts Worn: Driver Yes No Passenger: Yes No Police Report # _____ Reporting Agency: _____

Other Vehicle Information: (if applicable)
 Driver Name: _____ Address: _____ City: _____ Phone: _____
 Driver's License # _____ Vehicle Year/Make/Model: _____ Vehicle License # _____
 Insurance Company & Policy # _____

Damages: List all damage to property, equipment and/or vehicles _____

Select conditions present at time of incident:

Environment (Internal / External)
 Sunny Rain
 Bright sun / glare Night
 Cloudy / fog Dusk / dawn
 Windy Other: _____
 Hot or Cold

Equipment / Materials
 Tire condition Lights inoperative Lubrication Corroded
 Belt condition Insulation failure Belt adjustment Leaking hose / fitting
 Improper adjustment Loose / missing hardware Guards defective / missing
 Incorrect tool Defective materials Incorrect materials
 Improper design / type Other: _____

Facility
 Layout of equipment Floors wet / uneven
 Housekeeping Ventilation
 Lighting Other: _____

Personnel
 Fatigue Insufficient training Improper work practice PPE not used
 Action of other(s) Other: _____

Form No. 1210.041 (06/20)

ATTACH ADDITIONAL SHEETS OF PAPER AS NEEDED FOR NARRATIVES

EMPLOYEE SECTION

Employee statement on how incident occurred: check box if statement is attached

Employee statement on how recurrence could be prevented: check box if statement is attached

Describe in detail what employee was doing at time of incident (what, how, why): check box if statement is attached

Describe what act / condition(s) contributed to the incident (i.e. improper use of equipment, wet floor, etc.): check box if statement is attached

Supervisors conclusions: check box if statement is attached check box if images are attached check box if video is requested

Supervisors recommendation(s) to prevent recurrence: (Type of training, repair/replace equipment, etc.) check box if statement is attached

SUPERVISOR SECTION

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Superintendent/ Manager Signature: _____

Date: _____

Distribution: City Safety Officer (Original)
Department / Division (File copy)
Risk Management and City Attorney's Office

Safety Officer will route copies as needed

CITY OF RIVERSIDE
GENERAL SERVICES
EQUIPMENT MAINTENANCE

TIME IN: _____ DATE: _____

OPERATOR'S REPORT
GS-Form No. 007 (3-07)

ASSET NO: _____

ODOMETER READING: _____

	Yes	No
Red Tagged out of Service	<input type="checkbox"/>	<input type="checkbox"/>

LOCATION: _____

EQUIPMENT TYPE: _____

DEPARTMENT: _____

REPAIRS NEEDED:

OPERATOR'S NAME (Print) _____ SUPERVISOR _____ PHONE # _____

Work Order Job Worksheet

RIVERSIDE FLEET MGMT

Report Printed: 07-19-2022 13:07:57 By User: RFD



Work Order: 426365

Unit No: C1059

WO Location: FM	FLEET MGMT ADMIN OFFICE	Total Job Count: 1
WO Reason: DRIVER'S REPORT	Unit Description: 2008 FORD F350	
Date Opened: 07-18-2022 11:23:24	By: RFD	Alt. Unit No: License No:1252946
WO Status: Open	Unit Status: A	Serial No: 1FTWX30Y08EA09227
Promised Date	Where Parked:	Tech Spec: C0805 MCC: C02
Meter 1: M 160,740	Life Use 1: 160,740	Using Dept: PU, WATER FIELD OPER
Meter 2: N 0	Life Use 2: 0	In-Service Date: 03-21-2007
Contact: ART MADRIL	Contact No: 3516350	

Work Order Instructions / Complaint:



01-31-001 - T/S & REPAIR GENERATOR/ALTERNATOR

Job Reason: DRIVER'S REPORT	Job Location: FM	FLEET MGMT ADMIN OFFICE	
Job ID: 759594	Opened Date: 07-18-2022	Status: OPN	
Work Req No:	Due Date: 07-18-2022	Est. Job Cost:	
Campaign No:	Scheduled: N	Warranty: N	Std. Labor Hrs: 0.0
Assigned To:	Priority: 5	Shift:	Est. Labor Hrs: 0.0
Accident No:	External Data:		

Job Instructions and Notes:

(RFD) Operator states "losing electrical power" - battery light came on along with ABS and batter lights.