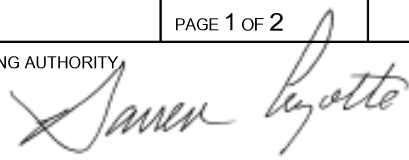
 <p><b>NEW YORK STATE</b> <b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	TITLE		NO. 3111
	<b>Scheduled Maintenance/Reports</b>		DATE 10/17/2023
SUPERSEDES DIR #3111 Dtd. 05/19/22	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. DESCRIPTION:** This procedure is designed to provide guidelines for the regularly scheduled maintenance of all vehicles owned and operated by the Department. Completion of reports is also covered as is the maintenance of a permanent record on all vehicles.
- II. REPORT/RECORD FORMS:** The following forms are to be used:
- A. [Form #1660](#), "Scheduled Maintenance/Report: Automobiles." Minibuses are to be included.
  - B. [Form #1661](#), "Scheduled Maintenance/Report: Trucks." All other buses are to be included.
  - C. [Form #1662](#), "Scheduled Maintenance/Report: Tractors/Loaders"
  - D. [Form #1581](#), "Motor Vehicle Control Record"
  - E. Computer Maintenance Program (EAM) may be utilized provided all required information contained in [Form #1581](#), [Form #1660](#), [Form #1661](#) and [Form #1662](#) is recorded and maintained as stated in the directive.
- III. SCHEDULING OF MAINTENANCE**
- A. Facility Vehicles: The Facility Maintenance Supervisor has the following responsibilities:
    1. Determines need for scheduled maintenance in the following manner:
      - a. Automobiles, Buses, and Trucks: Use [Form #1590](#), "Operator's Vehicle Inspection," and mileage listed to determine if scheduled maintenance is due and if any problems require servicing.
      - b. Tractors/Loaders: Use [Form #3111A](#), "Vehicle Performance Log," to determine hours used and time of next scheduled maintenance.
    2. Inspection and maintenance intervals are to follow inspection intervals or the vehicle manufacturer's recommendations.
      - a. Special: Perimeter Patrol Vehicles are to have oil and filter change as determined by the Maintenance Supervisor. When determining oil change intervals, the Maintenance Supervisor shall consider hours of operation as well as mileage.
      - b. Prepares appropriate form ([Form #1660](#), [Form #1661](#) or [Form #1662](#)) if maintenance is scheduled.
  - B. Central Office and Community Supervision Vehicles: Maintenance should be scheduled in accordance with Automotive Resources International (ARI) preventative maintenance coupons and vehicle manufacturer's recommendations.

**IV. INITIATION OF MAINTENANCE:** The Mechanic:

- A. Pulls form and initiates maintenance according to priorities set by Maintenance Supervisor.
- B. Checks-off items as they are completed.
- C. Signs and dates form upon completion.
- D. Returns form to Maintenance Supervisor.

**V. MAINTENANCE OF RECORDS:** The Maintenance Supervisor or designee:

- A. Updates [Form #1581](#), entering all pertinent data relative to the vehicle's history, including such items as parts installed, clutch, transmission, engine overhaul, and major repairs.
- B. Files both forms in vehicle folder for reference.
- C. Retention of [Form #1581](#) shall be for the life of the vehicle.
- D. Retention of [Form #1660](#), [Form #1661](#), and [Form #1662](#) shall be one year.
- E. Retention of [Form #1590](#) shall be one year. The EAM maintenance program may be utilized provided all required information contained in [Form #1581](#), [Form #1660](#), [Form #1661](#), and [Form #1662](#) is recorded and maintained as stated in the directive.

**OPERATOR'S VEHICLE INSPECTION**

**INSTRUCTIONS:**

1. Inspection is to be performed according to Directive #2932.
2. Complete items #1-9; inspect items checking boxes, Satisfactory or Unsatisfactory.
3. Forward form to Maintenance Supervisor when returning vehicle. (For vehicles assigned to Central Office, forward form to Support Operations.) (For Community Supervision Office, forward form to Vehicle Control Officer.)

1. Vehicle Type/Make	2. Vehicle No.	3. Starting Mileage	4. Ending Mileage	5 Date			
<b>6. Remarks:</b>							
<b>8. Condition of Body of Vehicle</b>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%; vertical-align: top;"> <b>9. Inspection Items:</b>  <input type="checkbox"/> S <input type="checkbox"/> U Brake Lights  <input type="checkbox"/> S <input type="checkbox"/> U Signal Lights  <input type="checkbox"/> S <input type="checkbox"/> U Head Lights  <input type="checkbox"/> S <input type="checkbox"/> U Windshield and Wipers  <input type="checkbox"/> S <input type="checkbox"/> U Condition of Tires             </td> <td style="width: 20%; vertical-align: top;"> <input type="checkbox"/> S <input type="checkbox"/> U Oil Level  <input type="checkbox"/> S <input type="checkbox"/> U Horn  <input type="checkbox"/> S <input type="checkbox"/> U Emergency Flashers  <input type="checkbox"/> S <input type="checkbox"/> U First Aid Kit &amp; Bag Valve Mask (BVM)  <input type="checkbox"/> S <input type="checkbox"/> U Fire Extinguisher             </td> <td style="width: 20%; vertical-align: top;"> <input type="checkbox"/> S <input type="checkbox"/> U Rear View Mirror  <input type="checkbox"/> S <input type="checkbox"/> U Jack and Spare Tire  <input type="checkbox"/> S <input type="checkbox"/> U Locking System (i.e.;  <b>key, FOB)</b>  <input type="checkbox"/> S <input type="checkbox"/> U Safety Reflective                  Triangle             </td> </tr> </table>					<b>9. Inspection Items:</b> <input type="checkbox"/> S <input type="checkbox"/> U Brake Lights <input type="checkbox"/> S <input type="checkbox"/> U Signal Lights <input type="checkbox"/> S <input type="checkbox"/> U Head Lights <input type="checkbox"/> S <input type="checkbox"/> U Windshield and Wipers <input type="checkbox"/> S <input type="checkbox"/> U Condition of Tires	<input type="checkbox"/> S <input type="checkbox"/> U Oil Level <input type="checkbox"/> S <input type="checkbox"/> U Horn <input type="checkbox"/> S <input type="checkbox"/> U Emergency Flashers <input type="checkbox"/> S <input type="checkbox"/> U First Aid Kit & Bag Valve Mask (BVM) <input type="checkbox"/> S <input type="checkbox"/> U Fire Extinguisher	<input type="checkbox"/> S <input type="checkbox"/> U Rear View Mirror <input type="checkbox"/> S <input type="checkbox"/> U Jack and Spare Tire <input type="checkbox"/> S <input type="checkbox"/> U Locking System (i.e.; <b>key, FOB)</b> <input type="checkbox"/> S <input type="checkbox"/> U Safety Reflective Triangle
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SCHEDULED MAINTENANCE/REPORT: AUTOMOBILES

Date: \_\_\_\_\_

(Inspection Intervals: 1 - 500 Operating Miles, 2 – 2,000 Operating Miles, 3 – 5,000 Operating Miles, 4 – 10,000 Operating Miles)

1. Facility	2. Vehicle Make/Model	3. Odometer	4. Inspection Interval (Circle)	5. Vehicle No.
			1    2    3    4	

INSPECTION INTERVAL				INSPECTION ITEM	CHECK WHEN DONE
1	2	3	4		
X	X	X	X	Overall visual inspection of vehicle	
X	X	X	X	Check operation of all lights and instruments	
X	X	X	X	Test battery – clean terminals	
X	X	X	X	Check coolant level – test anti-freeze	
X	X	X	X	Check automatic transmission fluid, if appropriate	
X	X	X	X	Check power steering reservoir, if appropriate	
X	X	X	X	Check windshield wipers and washers	
	X	X	X	Check complete steering mechanism – belts & pump	
	X	X	X	Check complete exhaust system	
	X	X	X	Lubricate chassis as per manual	
X	X	X	X	Check engine oil and filter; change every 5,000 miles	
		X	X	Grease “U” joints (if equipped with fittings)	
		X	X	Check differential oil level	
		X	X	Check alternator	

INSPECTION INTERVAL				INSPECTION ITEM	CHECK WHEN DONE
1	2	3	4		
		X	X	Check parking brake – lubricate linkage	
		X	X	Lubricate door hinges, latches, locks	
		X	X	Check and replace air cleaner	
			X	Replace spark plugs if necessary (40,000-60,000 mi.)	
			X	Pull all brake drums – inspect linings	
			X	Check wheel alignment –check for uneven wear	
			X	Rotate tires every 5,000 – 7,000 miles	
			X	Check clutch adjustment if manual shift	
Remarks:   <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>                     Mechanic’s Signature                 </div> <div style="width: 30%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>                     Date                 </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>                     Supervisor’s Signature                 </div> <div style="width: 30%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>                     Date                 </div> </div>					

1. Supervisor in charge of maintenance checks maintenance records of vehicle in question using odometer reading on Operator’s Vehicle Inspection Form #1590 for determination.
2. Completes identification data in items 1-5.
3. Determines inspection interval and indicates interval by circling appropriate number in item 4.
4. Signs and dates form.
5. Places form in vehicle check-out rack, placing “HOLD” on vehicle.
6. Mechanic takes form in priority order and initiates maintenance and/or inspection
7. Mechanic checks items performed, signs and dates at foot of form, and returns to maintenance supervisor.

SCHEDULED MAINTENANCE/REPORT: TRUCKS

Date: \_\_\_\_\_

(Inspection Intervals: 1 - 500 Operating Miles, 2 – 2,000 Operating Miles, 3 – 5,000 Operating Miles, 4 – 10,000 Operating Miles)

1. Facility	2. Vehicle Make/Model	3. Odometer	4. Inspection Interval (Circle)	5. Vehicle No.
			1    2    3    4	

INSPECTION INTERVAL				INSPECTION ITEM	CHECK WHEN DONE
1	2	3	4		
X	X	X	X	Overall visual inspection of vehicle	
X	X	X	X	Check operation of all lights and instruments	
X	X	X	X	Test battery – clean terminals & ground	
X	X	X	X	Check coolant level – test anti-freeze	
X	X	X	X	Check oil level- transmission transfer case-differential	
X	X	X	X	Check tires for wear and leaks, inflate if needed	
X	X	X	X	Check master cylinder Brake and Clutch fluid level	
X	X	X	X	Check and tighten wheel and lug nuts	
X	X	X	X	Check fire extinguisher, first-aid kit, horns	
X	X	X	X	Road test, check oil pressure	
	X	X	X	Check complete exhaust system	
	X	X	X	Check “U” joints	
	X	X	X	Clean or replace air cleaners	
	X	X	X	Check wiring and connect., alter., starter coil & dist.	
	X	X	X	Adjust brakes: parking and wheel	

INSPECTION INTERVAL				INSPECTION ITEM	CHECK WHEN DONE
1	2	3	4		
	X	X	X	Check body and hoist, controls, hoses, etc.	
	X	X	X	Check windshield washer and wipers	
	X	X	X	Lubricate door hinges, latches and locks	
	X	X	X	Check safety equipment, flares, fuses, reflectors	
		X	X	Change oil, replace filter-more often if necessary	
		X	X	Clean or replace fuel filters and screens	
		X	X	Check Alternator & starter	
		X	X	Check brake diaphragms for leaks, inspect cams	
		X	X	Check parking brake linings & bushings, sublinkage	
		X	X	Check clutch adjustment as per manual	
			X	Check and repack wheel bearings	
			X	Replace spark plugs	
			X	Change transmission oil	
			X	Change differential oil	
			X	Check brake linings and wheel cylinders	

NOTE: Check operator’s manual for variation in maintenance frequency as per manufacturer’s specifications

1. Supervisor in charge of maintenance checks maintenance records of vehicle in question using odometer reading on Operator’s Vehicle Inspection Form #1590 for determination.
2. Completes identification data in items 1 - 5.
3. Determines inspection interval and indicates interval by circling appropriate number in item 4.
4. Signs and dates form.
5. Places form in vehicle check-out rack, placing “HOLD” on vehicle.
6. Mechanic takes form in priority order and initiates maintenance and/or inspection
7. Mechanic checks items performed, signs and dates at foot of form, and returns to maintenance supervisor.

Remarks:

\_\_\_\_\_  
Mechanic’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date



NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION  
**SCHEDULED MAINTENANCE/REPORT: TRACTORS/LOADERS**

Date: \_\_\_\_\_

(Inspection Intervals: 1 – 50 Hours of Use, 2 – 150 Hours of Use, 3 – 1000 Hours of Use)

1. Facility	2. Vehicle Make/Model	3. Vehicle Hours	4. Inspection Interval (Circle)  1      2      3	5. Vehicle No.
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INSPECTION INTERVAL			INSPECTION ITEM	CHECK WHEN DONE
1	2	3		
X	X	X	Overall visual inspection of vehicle	
X	X	X	Check coolant level – test anti-freeze	
X	X	X	Check engine oil	
X	X	X	Inspect, lube bucket & lift arm pins	
X	X	X	Check and tighten wheel and lug nuts	
X	X	X	Check hydraulic cylinders for leakage - hoses	
X	X	X	Check complete steering mechanism	
X	X	X	Adjust brakes: - parking and wheel	
X	X	X	Check fluid level – brake/clutch master cylinder	
X	X	X	Test battery, clean terminal and check ground	
X	X	X	Check fuel lines for leaks	
X	X	X	Clean and service air cleaners and hoses	
X	X	X	Check fan, alternator, power steering belts	
X	X	X	Check engine oil pressure at operating temperature	
X	X	X	Check clutch pressure at operating temperature	
	X	X	Lube and check drive train "U" joints	
	X	X	Transmission – change filter – clean screens	
	X	X	Change transmission oils & hydraulic oil	
	X	X	Clean hydr. reserve.. oil strn., breather & change filter	

INSPECTION INTERVAL			INSPECTION ITEM	CHECK WHEN DONE
1	2	3		
	X	X	Check parking brake linings and lube linkage	
	X	X	Clean/replace fuel filters and screens	
	X	X	Clean/check crankcase omission system	
	X	X	Check wiring	
		X	Lube door hinges. Latches, locks – check glass	
		X	Change engine oil filter per manuf. recommendations	
		X	Remove wheel hubs – check bearings and seals	
		X	Check brake linings & wheel cylinders	
		X	Drain and fill planetary wheel hubs	
		X	Drain and fill differentials	
		X	Change power steering filter, if so equipped	
		X	Check and adjust transmission according to manual	
		X	Replace spark plugs	
		X	Tighten cylinder head bolts to torque specifications	
		X	Check alternator, test, enter reading _____	
			BACKHOE	
X	X	X	Lube all fittings	
X	X	X	Check hose fittings and cylinders	
		X	Pack swing frame bearings	

NOTE: Check operator's manual for variation in maintenance frequency as per manufacturer's specifications

1. Supervisor in charge of maintenance checks maintenance records of vehicle in question using odometer reading on Operator's Vehicle Inspection Form #1590 for determination.
2. Completes identification data in items 1 - 5.
3. Determines inspection interval and indicates interval by circling appropriate number in item 4.
4. Signs and dates form.
5. Places form in vehicle check-out rack, placing "HOLD" on vehicle.
6. Mechanic takes form in priority order and initiates maintenance and/or inspection
7. Mechanic checks items performed, signs and dates at foot of form, and returns to maintenance supervisor.

Remarks:

\_\_\_\_\_  
 Mechanic's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date