

Fleet Maintenance , Parts And Workshop Management



The function of Fleet Maintenance Management is to ensure that all FleetPro vehicles are serviced and repaired in accordance with manufacturer's specifications.

The main types of maintenance performed on vehicles are:

- Scheduled Maintenance (preventative maintenance) and
- Unscheduled Maintenance (repair after failure).

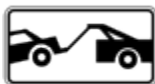
Fleet Maintenance Management is divided into three sub units namely:-

1. The **Mechanical Services**; which is responsible for scheduled services and mechanical repairs.
2. **Panel beating**; responsible for repairs on accident damaged vehicles



The following should be adhered to when taking a vehicle in for maintenance:

- The Transport Manager / Officer should call FleetPro (with the registration number of vehicle, contact number, the identified problem on the vehicle, vehicle location and kilometer reading;
- A reference number will be given to the client and a registered merchant will be identified for the client to take the vehicle to;
- The client will thereafter take the vehicle directly to the approved merchant so the merchant will quote on identified damages;
- The quotation is sent to Absa Bank (for verification or independent inspection);
- Repairs are carried out, once approval has been given by FleetPro.



3. **Towing and Auctions** is the third sub unit and is responsible for *recovery of broken down* and accident damaged vehicles as well as the *disposal of obsolete & redundant vehicles*.

- Be involved in an accident
- Get a Flat Battery/ when the vehicle is a non-start

- Keys locked in vehicle
- Mechanical breakdown

In the event where the official is not in a position to comply with the above, the Transport Manager/Officer must report to FleetPro about the incident and the whereabouts of the vehicle within 24 hours. Failure to do so will result in the Department liable for storage costs and any costs that may be incurred as a result.

4. Tyre Management



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