

Motor Vehicle Maintenance Policy

Reason for Policy:

The Troy Volunteer Fire Department, as being part of the Municipality of Troy must adhere to the town's policies regarding Municipality-owned vehicles.

The purpose of this policy is to establish uniform maintenance protocols for vehicles owned by The Town of Troy.

Policy Statement:

Vehicles will not be operated with any defect that will inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as, but not limited to regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities.

All Town of Troy departments that own or control motor vehicles must comply with the Maintenance Procedures set forth by The Troy Board of Selectmen.

Scope:

All Town of Troy vehicles, owned or leased must comply with the Motor Vehicle Maintenance Policy set forth by The Troy Board of Selectmen.

Policy Terms:

Any and all motorized vehicle carrying a driver and capable of being tagged and titled in the state and driven on highways or streets, including motorcycles and utility vehicles.

This policy concerns motor vehicles purchased, leased, or controlled using Town of Troy funds.

Procedures:

- All work will be done by a certified, licensed mechanic. If work is being done on site, Troy Volunteer Fire Station, 719 Bangor Road Troy ME 04987, the person doing the work must be fully insured and a copy of the General Liability Certificate must be given to the Troy Town Office before the work begins.
- To assist departments in meeting vehicle maintenance requirements, the Town of Troy Select Board has partnered with Freightliner of Maine, Bangor Maine to provide regular repairs, routine maintenance and inspections on all Town of Troy vehicles.
- To assist departments in meeting maintenance requirements, the Town of Troy Select Board has partnered with Maine State Federation of Firefighters, President, Kenneth Desmond 21 Aspen Lane Bath, ME 04530 to do Pump testing.

- If a vehicle needs maintenance at another mechanic's shop then prior approval is required from the Town of Troy Select Board before any maintenance is scheduled/ completed.

Department Billing Charge Responsibility:

- When a vehicle goes in for services please provide Freightliner of Maine, Bangor Maine with the Town of Troy's information. The Town of Troy has an account set up for this purpose and the contact details should not be changed without prior approval from the Troy Select Board.
- Departments are responsible for reviewing their maintenance charges and checking that against the work ordered. Should there be any changes in the status of the department vehicle(s) please contact the Select Board.
- Before the Treasurer pays any invoices, signatures from the department heads is required.
- All invoices are to be paid within a timely order.

Penalties

- Transgressions in respect to this policy will be handled accordingly, with the final decision made collectively by the Troy Select Board.

Acceptance

- The Town of Troy requires employees to read and accept the terms of this policy before operating or maintaining any and all municipal owned vehicles.

Approved by: Board of Selectmen on 5th day of December, 2018.

Brian W. Piper
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Richard P. Montana
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Adopted: Dec. 5, 2018