

**Forest Service Handbook
National Headquarters – Washington Office
Washington, DC**

**Forest Service Handbook 7109.19 – Fleet Equipment Management Handbook
Chapter 40 - Inspection, Maintenance, and Repair**

Amendment: 7109.19-2018-2

Effective date: March 5, 2018

Duration: This amendment is effective until superseded or removed.

Superseded Directive: 00 (3/88 Amend 2); 10 thru 13--5 (3/88 Amend 2); 20 thru 21.14 (3/88 Amend 2); 7109.19, 30 Contents (Amendment 7109.19-92-1, 12/30/1992); 7109.19, 30 (Amendment 7109.19-92-2, 12/30/1992); 7109.19, 31.2, Ex. 01 (Amendment 7109.19-92-3, 12/30/1992); 7109.19, 40 Contents (Amendment 7109.19-92-4, 12/30/1992); 7109.19, 40 (Amendment 7109.19-92-5, 12/30/1992); 7109.19, 44, Ex. 01 (Amendment 7109.19-92-6, 12/30/1992); 7109.19, 44, Ex. 02 (Amendment 7109.19-92-7, 12/30/1992); 50 thru 55.2 (3/88 Amend 2)

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Date approved: February 21, 2018

Responsible Staff:

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

10: Revises chapter in its entirety.

11.05: Expands the Definitions section and includes substantial operational updates to include management of GSA lease vehicles in the Fleet Equipment Database (FED).

11.1: Requires use of the Total Cost of Ownership/Lifecycle Cost (TCO) Model and Vehicle Allocation Methodology (VAM).

11.12: Adds the 5-Year and annual replacement planning process in FED.

11.21: Outlines use of national standards for centralized ordering of specialized equipment.

12.11: Provides guidance on use of the Federal Motor Vehicle Registration System (FMVRS) for the management of Government License Plates.

20: Renames chapter from “Equipment Utilization” to “Fleet Equipment Utilization” and revises chapter in its entirety.

20.05: Expands the Definitions section. Includes substantial operational updates to include an update to Forest Service minimum fleet utilization standards.

21.2: Provides an updated table identifying minimum fleet utilization standards and identifies the requirement for annual reporting.

21.3: Provides updated guidance on managing underutilized vehicles.

30: Renames chapter from “Use and Storage” to “Use, Loading, and Storage” and revises chapter in its entirety.

31.05: Expands the “Definitions” section.

31.2 through 32: Updates guidance for loading and trailer towing safety requirements.

40: Revises chapter in its entirety.

41.05: Adds new terms to the “Definitions” section.

41.2: Establishes annual inspection criteria for GSA lease vehicles and WCF FAST-reportable vehicles.

42.1: Updates guidance on routine maintenance and for use of the Fleet Credit Card.

42.2: Provides guidance on addressing official vehicle misuse reports.

42.3: Updates guidance on the Scratch and Dent policy.

42.5 through 44: Updates guidance on acquisitions requirements, and maintenance and repair oversight.

50: Renames chapter from “Equipment Disposal” to “Fleet Equipment Disposal” and revises chapter in its entirety.

50.3: Updates vehicle and equipment sales guidance.

51.1: Updates holdover vehicle management criteria.

51.2: Updates guidance on managing.

52.1: Clarifies that Accountability Actions can now be managed in the Fleet Equipment Database (FED). The form FS-6500-61, Fleet Equipment and Aircraft Accountability and Data Record can still be used for Accountability Actions.

52.2: Updates what is required in Asset History Folders. Clarifies that these documents can be filed electronically as appropriate.

53 through 55: Updates guidance on vehicle and equipment sales activity.

55.3: Updates guidance on use of the Federal Excess Personal Property (FEPP) Program.

70: Establishes chapter, codes, and captions and sets forth direction for “Efficient Vehicle Operation.”

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Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

40 - Inspection, Maintenance, and Repair

41- Preventive Maintenance

The purpose of a preventive maintenance program is to provide for safe, efficient maintenance, and repair of Forest Service equipment in accordance with the Original Equipment Manufacturer (OEM) specifications and National or Region/Station/Area (RSA) Fleet Management safety standards; and to eliminate potential safety and legal liabilities.

41.05 - Definitions

Abuse. Abuse is damage caused by, or that is the result of, disregard for established OEM, Fleet, and Safety standards of use, or in the maintenance of fleet equipment.

Accident. An impact with any object that causes damage, however slight, to Forest Service-owned or -leased vehicles and equipment. Includes damage caused by driver error, impacts, hazards, vandalism, theft, ghost damage, fire, flood, landslide, hurricane, hailstorms, or other “acts of nature.” May also include damage to public or private property.

Commercial Motor Vehicles (49CFR383). Commercial motor vehicle (CMV) means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle is a:

- a. Combination Vehicle (Group A) — having a gross combination weight rating (GCWR) greater than 26,000 lbs (11,794 Kg), or gross combination weight greater than 26,000 lbs, whichever is greater; inclusive of a towed unit(s) with a GVWR, or gross vehicle weight greater than 10,000 lbs (4,536 Kg), whichever is greater; or
- b. Heavy Straight Vehicle (Group B) — having a GVWR, or gross vehicle weight greater than 26,000 lbs, whichever is greater; or
- c. Small Vehicle (Group C) —
 - (1) That does not meet Group A or B requirements;
 - (2) Is designed to transport 16 or more passengers, including the driver; or
 - (3) Is of any size and is used in the transportation of hazardous materials as defined in this section.

Extraordinary Equipment Maintenance. Maintenance and repairs that occur on an irregular basis that is planned, performed, and documented on certain classes of WCF fleet equipment that require it, such as marine vessels as identified in the FSM 6580 and FSH 6709.11f.

Fleet Equipment Inspector. A person with the knowledge and skills approved by the RSA or Unit Fleet Program Manger to inspect a specific apparatus, vehicle, or piece of

equipment for safety and operational compliance. Not necessarily a journey-level mechanic.

Fleet Equipment. All Agency owned (WCF and project), rented and leased (GSA and commercial) vehicles and equipment.

Ghost Damage. Damage found where the cause cannot be determined or is unknown.

Hazard/Incident. An unusual or unforeseen cause and/or occurrence that has the potential to cause damage such as wildfire, flood, tornado, hurricane, fallen branch, rock, mudslide, and so forth.

Journey-Level Mechanic. An individual who has sufficient skills and knowledge gained through formal training, certification, or through qualifying on-the-job work experience. The training, certification or qualifying experience is recognized by a State or Federal registration, and/or an industry as being fully qualified to legally perform the work of the trade, craft, or occupation.

Modifications. Any vehicle or equipment that has been altered from its original equipment manufacturer (OEM) delivered state including lift and leveling kits, winch bumpers, snow plows, and so forth.

Near Miss. An unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage. An accidental close call.

Neglect. Failing to perform scheduled maintenance, failing to promptly repair damage that could lead to a major repair or crash such as ignoring warning lights, excessive idling, brakes worn down to metal on metal, uneven tire wear, allowing windshield chips to become large cracks, and so forth. Still considered neglect even if damage does not occur; could result in liability.

Non Standard Use. Using fleet equipment in a manner for which it was not intended, or beyond the OEM or manufacturer design or specific operation capability or capacity. (FSM 7130)

Normal Use. Fleet equipment is used for its intended purpose within its OEM design and performance capabilities.

Normal Wear and Tear. The typical physical deterioration which occurs in the normal course of use for which fleet vehicles or equipment are intended; without negligence, carelessness, accidents, incidents or abuse.

This includes front windshield replacement; if unavoidable or damaged without operator negligence, carelessness, accident, incident or abuse.

Original Equipment Manufacturer (OEM). The company assembling a vehicle or piece of equipment identified by the first three digits of the Vehicle Information Number

(VIN). The OEM certifies that the vehicle or piece of equipment it is complete, genuine, and final; and is covered under warranty. Examples: Ford, General Motors, Daimler Chrysler, Caterpillar, John Deere, Honda, and so forth.

Final Stage Manufacturer. A person or entity who performs such manufacturing operations on an incomplete vehicle that it becomes a complete vehicle. Typically a vendor responsible for after-market installation of required components who assumes legal responsibility for all modifications and installs the final stage certification label or placard per 49 CFR 567.5

Scheduled Maintenance. Recommended scheduled maintenance as shown in OEM Owner's Manual.

Project. An activity or program area that is typically funded by annual appropriations (non WCF).

Project Equipment (FSM 6580). Equipment that does not meet the WCF equipment criteria and has been obtained through purchase with project funds or through excess property. All operation, repairs, and replacement of project equipment is the responsibility of the benefiting project.

Red Tag. A red tag (Form 6400-17) is affixed to a vehicle or piece of equipment that prohibits operation of fleet equipment determined to be unsafe or where operation would likely result in personal injury or in further damage to the fleet equipment. Red tagged vehicles and equipment must remain out of service until deficiencies in safety items are corrected.

The term "red tag" may be used to describe the act of removing unsafe fleet equipment from service.

Routine Maintenance. Any maintenance required on fleet equipment that has been used for its intended purpose within its design and performance capabilities and not caused by abuse, accident, neglect, or negligence.

RSA. One organizational level lower than Washington Office Headquarters. Region, Station, Area, or National Job Corp Center.

Specialized Equipment. Equipment as listed in FSH 7109.19, chapter 60.

Subunit. One organizational level lower than Unit. A District or Subzone.

Third Party. Accident involving a member of the public, private vehicle, or public property.

Unit. One organizational level lower than RSA. A Forest, Grassland or Zone.

Unit Fleet Program Manager (FSM 7130). An individual designated by a Forest Supervisor, Assistant Director for Research Support Services, or National Job Corps

Director that is responsible for fleet program management including equipment maintenance, service, inspections, inventory, and administration of all mandatory data records, accounts maintenance, reporting requirements, and so forth.

Vandalism. The intentional damage inflicted to fleet equipment. Vandalism can be the result of the public and/or Forest Service personnel and includes fire damage, impact damage, sabotage, sugar in fuel, paint scratches, spray paint application, broken or stolen parts, slashed tires, and so forth.

41.2 - Inspections

Inspections determine maintenance needs (including compliance with applicable Federal, State, or local emission standards) and the optimum time to take action to obtain maximum efficiency, safety, and economy. All owned and leased passenger carrying vehicles must receive a monthly inspection by the driver/operator and one multi-point inspection as part of a regular preventive maintenance service performed during the Fiscal Year. Local Units may require specialized vehicles and equipment other than passenger-carrying vehicles to receive a more thorough annual mechanical/safety inspection as appropriate.

1. Driver Operator Inspections.

Drivers or operators are responsible for daily and monthly preventive maintenance checks before, during, and after operation of the vehicle as described in the Driver Operator Guide, EM-7130-2.

The driver, operator, or individual assigned responsibility for the fleet equipment shall perform the monthly inspections. While RSA Fleet Program Managers may permit delegation of this operator inspection, the driver, operator, or person assigned responsibility for the item must be responsible for seeing that it is completed correctly and that maintenance and/or repairs are completed and documented in a timely manner.

Project funds must bear the cost, no matter who performs the daily and monthly inspections (for example Driver Operator, Subunit Fleet Program Managers, Headquarters Vehicle Pool Managers, and so forth).

Use the following forms (or equivalent) for performing monthly fleet equipment and inspections and corrections of any identified deficiencies.

- a. Form FS-7100-9 - Driver's Safety and Preventive Maintenance Inspection
- b. Form FS-7100-9a - Operator's Safety and Preventive Maintenance Inspection, Crawler Tractors and Loaders
- c. Form FS-7100-9b - Operators Safety and Preventative Maintenance Inspection Motor Graders, Wheel Tractors and Pneumatic Tire Loaders
- d. Form FS-7100-9c - Operators Safety and Preventative Maintenance Inspection Trailers (Tandem, Semi, Horse, etc.)

- e. Form FS-7100-9d - Safety and Preventative Maintenance Inspection House, Laboratory, Crew Trailers
- f. Form FS-7100-9e - Safety and Preventive Maintenance Inspection Check Sheet, Fire Pumpers
- g. Form FS-7100-9f - Safety and Preventive Maintenance Inspection Check Sheet-Air Compressors, Concrete Mixers, Forklifts, Chippers, Cranes, Powered Trail Equipment.
- h. Form FS-7100-9g - Safety and Preventive Maintenance Inspection of Watercraft
- i. Documentation specified in the Occupational Safety and Health Administration (OSHA) handbook, Part 1926, Section 550(a)(5) and (6), for cranes and hoists.

Driver Operators shall report all identified fleet equipment maintenance issues to the Unit Fleet Equipment Manager. Fleet vehicles and equipment will remain out of service until deficiencies in safety items are corrected.

2. Annual Mechanical and Safety Inspections. All passenger carrying vehicles, , regardless of ownership (WCF, Project, GSA, commercial) one multi-point inspection as part of a regular preventive maintenance service performed during the Fiscal Year.

Local Units have the option to require specialized vehicles and equipment other than passenger-carrying vehicles to receive a more thorough annual mechanical/safety inspection as appropriate. Documentation of inspection must be placed in the asset (history) folder.

All mechanical, safety issues, and recalls must be repaired so the fleet equipment is mechanically sound and can be expected to remain as such until the next annual inspection. In States without a safety inspection and/or emission program, a journey-level mechanic shall perform and document a mechanical and safety inspection according to the following schedule. Use form FS-7100-4a, FS-7100-4b or equivalent for the inspection of specialized/non-FAST reportable/non passenger carrying vehicles and equipment, and place the documentation in the asset (history) file.

a. Light and Passenger Carrying Vehicles through 10,000 GVWR.

One annual mechanical and safety inspection must be performed and documented annually. Annual inspections on vehicles placed in service within the previous 12 months may be waived by the Unit Fleet Manager if no items have been noted on the Form 7100-9. Documentation of the decision must be filed in the asset (history) file.

b. Vehicles over 10,000 GVWR, all Specialized and all Project Equipment.

A mechanical and safety inspection must be performed and documented annually by journey-level mechanic familiar with these types of vehicles and equipment. Annual inspections must not be waived during the first 12 months of service.

c. Commercial Motor Vehicles.

A mechanical and safety inspection must be performed and documented annually by a journey-level mechanic. Annual inspections must not be waived during the first 12 months of service.

3. Grounding of Unsafe Fleet Equipment (Red Tag). No individual shall be permitted or required to operate fleet equipment that has been determined unsafe or where operation might result in personal injury or in further damage to the fleet equipment or other property. Any employee may remove fleet equipment from duty (red tag) and shall report the unsafe condition to the Unit Fleet Program Manager and the work supervisor. Fleet equipment must not be operated or placed back into service until the proper maintenance and repairs have been made to correct the identified safety deficiencies.

41.3 - Fleet Equipment Servicing

Driver operators shall have fleet equipment routinely serviced per OEM recommended intervals identified in the asset owner's manual and based on working conditions and local or RSA Fleet Management policies. Instructions and information are found in Driver-Operator Guide, EM-7130-2, in the owner's manual and from Unit Fleet Management.

1. Fuel. Use self-service commercial facilities whenever available and cost effective. Use of premium fuel is prohibited and will be charged to project funds unless specifically required (not just "recommended") by the OEM in the owner's manual. Alternative fuel vehicles (AFVs) must be fueled with the alternative fuel 100 percent of the time if it is available within 5 miles or 15 minutes of the vehicle's operational location unless an official waiver is granted. Fuel receipts must be kept for all Fleet Card transactions and filed per Unit Fleet Management policies. Follow the direction in Departmental Regulation DR 5400-006 for use of the Fleet Card, transaction monitoring, and fuel receipt retention requirements.

2. Fleet Equipment Service and Lubrication. Driver/Operators shall follow OEM recommendations for fleet equipment servicing and lubrication and consult with Unit Fleet Management when choosing extreme duty vs. normal duty intervals. Re-refined oil and lubrication fluids must be used when available.

3. Tires. Applicable State laws must govern acceptable tread types and allowable wear limits to meet mission requirements. Matching tire inflation and load capacities, tread design, and tread depth must be maintained on all vehicles as appropriate. Tire specifications located on driver's side door jam and in OEM owner's manual (not just on the tire sidewall) must be followed. Follow RSA Directives (FSH 7109.19, Chapter 10) and Unit Fleet Management policies and procedures for the acquisition of tires.

42 - Maintenance and Repair

42.02 - Objectives

The objectives of the Forest Service fleet equipment maintenance program are:

1. To provide safe and efficient fleet equipment.
2. To ensure service work meets the standards of the applicable manufacturer's service instructions.
3. To prevent underservicing or over servicing of fleet equipment.

42.1 - Routine Maintenance

Routine maintenance is any maintenance required on fleet equipment that has been used for its intended purpose within its design and performance capabilities. OEM routine maintenance schedules are located in the fleet equipment owner's manual. All routine maintenance on WCF owned, GSA Lease, and appropriate Project fleet equipment must be charged on the Fleet Credit Card assigned to the vehicle/equipment. Routine maintenance on Project Equipment must be charged on a Fleet Credit Card if administered in an official data system of record (FED or PROP) as applicable; or on a Government Purchase Card when not administered in an official data system of record.

42.2 - Maintenance or Repair Due to Non-Standard Use, Neglect, or Abuse

Unit Fleet Program Managers shall coordinate with employee supervisors, Human Resources specialists (as appropriate), and RSA Fleet Program Managers when responding to official U.S. Department of Agriculture (USDA) reports of vehicle misuse or abuse.

Driver operators, journey-level mechanics, and Unit Fleet Equipment Managers shall identify, document, and report evidence of damage or increased maintenance resulting from Non-Standard use and abuse.

Journey-level mechanics or Unit Fleet Program Managers shall determine if a maintenance or repair cost was caused by Non-Standard use and/or abuse, and document the determination for appropriate action.

The Unit Fleet Program Managers shall charge project funds for maintenance or repair costs caused by Non-Standard use or abuse. Spreading costs due to non-standard use, neglect, or abuse across the WCF fleet would unfairly pass these costs on to all program areas and raise Use rates.

42.3 - Accident and Incident Damage

Prompt repair of accident damage shows proper respect for a taxpayer funded asset and ensures appropriate fleet equipment sales revenue. Through the exchange sale process, all revenue returned from sale goes toward the purchase of new fleet equipment. Greater sales revenue

reduces reliance on WCF rates revenue. This maintains solvency of the WCF and results lower monthly Fixed Ownership Rates (FOR) and/or increased replacement funding. Spreading the accident damage repair cost across the WCF fleet would unfairly pass these costs on to all program areas.

1. Damage Repair Guidelines.

The following guidelines establish WCF fleet equipment “scratch and dent” policy for accident and incident damages. Items listed must be repaired. These guidelines establish criteria for the most common occurrences and include but are not limited to:

- a. Scratches. Length exceeds two inches or any length where bare metal is visible on any part of body including bumpers and tailgates.
 - b. Dents. Multiple dents on a single body panel or a single dent greater than two inches in diameter including bumpers and tailgates.
 - c. Missing Parts. Sections of bumper, molding, mirrors, and radio/telephone antennas.
 - d. Tires. Sidewall or tread damage where tire has to be replaced before it is typically worn. If the tire was nearing the tread wear marks, Unit Fleet Program Managers may pro-rate the cost between WCF and project funds, particularly on GSA lease vehicles.
 - e. Rims. Cracked, bent, or gouged.
 - f. Mirrors/Windows. Broken or cracked glass.
2. Financing Accident and Hazard/Incident Damage Repair.

- a. All costs for required safety inspections, maintenance, and repairs for Non-Standard use, neglect, accident, and hazard/incident damage beyond routine maintenance and repair must be documented and charged to the appropriate project funds.
- b. All damage to fleet equipment including the decision of financial responsibility must be documented on Form AD-112, Report of Unserviceable, Lost or Damaged Property. Fleet Program Management shall ensure the project job code for financing the repair of the damage is shown on the AD-112. Follow RSA Property Management policies and procedures for obtaining the appropriate approvals and signatures on the AD-112.
- c. Fleet equipment must be inspected prior to reassignment. The responsible program or third party funds will pay for any repairs for identified Non-Standard use, neglect, accident, and hazard/incident damage to equipment.

d. Fleet equipment must be inspected prior to decommission and disposal. The Unit Fleet Program Manager shall evaluate any damage and determine whether to repair and charge project funds prior to sale. If the damage is not repaired, the Unit Fleet Management shall determine the estimated loss of sales revenue and charge the responsible program using a FS-6500-46, Donation of Funds. Agency Incurred Expenses (AIEs) to GSA Lease vehicles due to Non-Standard use, neglect, accident, and hazard/incident damage are determined by GSA Fleet Service Representatives (FSRs) and billed back to the Agency.

e. All damage including maintenance required due to Non-Standard use while on an incident assignment will be financed by the incident shorthand code (p-code). Driver operators must ensure a copy of the Supply Resource Order with an “S” number is obtained prior to equipment release from the incident, or home unit project funds will be charged for the repair or maintenance.

f. When equipment is damaged while other agencies are using it, the using agency shall finance the repairs or per the agreement allowing the other agency to use Forest Service-owned or –leased equipment.

g. Follow the [ASC WCF Policies and Procedures](#) for recovering accident and incident damage expenses involving a third party.

h. When WCF fleet equipment incurs damage beyond repair (totaled), charge the loss to the responsible person or project per FSM 6580, Working Capital Fund. Refer to the [ASC WCF Policies and Procedures](#) web page for more information.

3. Reporting.

All damage involving fleet equipment must be immediately reported on a hard copy form SF-91, Operator's Report of Motor Vehicle Accident and the SF-94, Statement of Witness; and in the electronic Safety and Health Accident Reporting System (eSafety). If hard copy Forms are used, the information must be determined correct and complete (including cost estimates to repair damage) by the operator’s supervisor and Unit Fleet or Health and Safety Program Manager, and be transferred into eSafety as soon as possible.

Actual cost to repair the fleet equipment must be entered into the eSafety Reporting System within 30 days of the initial report, normally by the Unit Safety Manager or the RSA Fleet Program Manager with access to the System.

4. Investigation of Accidents.

Investigations of serious accidents must be conducted as outlined in FSH 6709.12. The RSA Fleet Program Manager shall be assigned to the investigation team for accidents attributed to suspected mechanical failure or other significant accidents involving fleet equipment. The National Fleet Equipment Safety Program Manager shall be assigned to investigation and Facilitated Learning Analysis (FLA) teams involving serious accidents and fatalities.

Law Enforcement and Investigations (LEI) shall be notified for serious accidents or accidents involving a third party before vehicles are removed from the accident scene.

42.5 - Repair Standards

All fleet equipment repair and maintenance greater than \$1,000 must be approved in advance by the Unit Fleet Manager. RSA Fleet Program Managers and/or Unit Fleet Equipment Managers may establish lower thresholds.

All fleet equipment repair and maintenance greater than \$2,500 must be entered into the USDA Integrated Acquisition System (IAS) and approved in advance by the RSA Fleet Program Manager and a warranted Contracting Officer following all Simplified Acquisition Management regulations and procedures. Fleet Managers shall understand, follow, and advise others of the appropriate procedures for purchase of fleet services and supplies as applicable.

Replace components using dependable remanufactured components as much as practical based upon availability, warranty, and cost effectiveness.

Extensive maintenance, repairs or body work on fleet equipment nearing the end of its life expectancy, or for holdover vehicles and equipment must not be performed without RSA Fleet Program Manager approval.

42.6 - Approval of Custom Built Fleet Equipment

The Regional Director of Engineering, Station Director, Area Director, or National Job Corps Director shall pre-approve the construction of all custom built fleet equipment. A journey-level mechanic or official Fleet Equipment Inspector shall inspect and approve the use of custom built fleet equipment prior to its use. The journey-level mechanic or official Fleet Equipment Inspector shall ensure that any fleet equipment operated on roads that are open to the public complies with Title 49, Code of Federal Regulations, Part 567 (49CFR567), Manufacturer Identification and Title 49, Code of Federal Regulations, part 571 (49CFR571), Motor Vehicle Safety Standards. Service standards and periodic annual inspections must be designed and implemented to protect the driver operator and others from equipment failure.

42.7 - Approval of Modifications

Modifications of fleet equipment that affect performance, load carrying, and towing capacity must be pre-approved by the Regional Director of Engineering, Station Director, Area Director, or National Job Corps Director and must be in accordance with Title 49, Code of Federal Regulations, Part 567 (49 CFR Part 567) and Title 49, Code of Federal Regulations, Part 571 (49CFR571). Approval for modifications may be delegated to the RSA Fleet Program Manager with appropriate advisories, reporting, inspection, and documentation. File all approval and documentation in the asset (history) file.

42.8 - Inspection of Rentals and Leases

A journey-level mechanic, official Fleet Equipment Inspector, RSA, or Unit Fleet Program Manager shall inspect all rental and leased equipment to determine the physical and mechanical

condition before beginning operation and again immediately before releasing the equipment. The Contracting Officer's Representative (COR), Contracting Officer (CO), or designee shall see that deficiencies are corrected in accordance with the contract agreement and so noted on the applicable inspection form (such as FS-7100-9, FS-7100-4a, FS-7100-4b). The rental or leased equipment must not be used until deficiencies are corrected.

43 - Maintenance and Repair Sources

The Forest Service typically uses commercial maintenance and repair sources for the maintenance and repair of fleet equipment.

Operators shall obtain RSA or Unit Fleet Program Manager approval for maintenance and repairs costing greater than \$1,000, and follow processes and supplemental directives to ensure adequate oversight of Fleet Card transactions, repair diagnoses, decisions, and purchase procedures.

43.1 - Commercial Facilities

A journey-level mechanic shall perform fleet maintenance and repairs to eliminate liabilities.

All repairs for vehicles and equipment that are still on OEM warranty, or that require recall actions, must be completed by official dealerships.

43.2 - Forest Service Facilities

Journey-level Forest Service mechanics shall perform annual safety inspections, perform initial service of newly delivered fleet equipment and other work that the Unit Fleet Program Manager has determined to be most efficiently performed in-house.

43.3 - Job Corps Facilities

RSA Fleet Program Managers shall take into consideration the shop facilities, Job Corps enrollees capabilities, and when deciding which maintenance work will occur in Job Corps Center shops. An ASE Certified Instructor or journey-level mechanic shall supervise all authorized work that Job Corps enrollees perform on fleet equipment.

43.4 - Other Agency Facilities

Only official Acquisition Management written agreements to formalize shared service arrangements with State, local, or other Federal agencies for repair and maintenance of Forest Service fleet equipment in their facilities must be used.

43.5 - Driver/Operator

The operator may perform minor maintenance such as replacement of windshield wiper blades, light bulbs, windshield fluid, and so forth in conjunction with the daily walk around inspection, the monthly safety and preventive maintenance inspection, and only upon prior approval from the Unit or RSA Fleet Program Manager. Charge salary time spent performing minor

maintenance to project funds or to appropriate WCF Job Codes as pre-authorized by the Unit or RSA Fleet Program Manager.

43.6 - Use of Non-shop Personnel

Work performed by employees other than journey-level mechanics shall be minor in degree of difficulty and authorized in advance by the Unit or RSA Fleet Program Manager.

44 - Maintenance Cost Limitations

RSA Fleet Program Managers and Unit Fleet Program Managers shall develop processes for monitoring Fleet Card transactions and controlling maintenance expenditures. These processes must meet minimum requirements of DR 5400-006. They may also be in addition to those listed in FSH 7109.19, section 42.5.

Recapitalizing, rebuilding, or extending the life of equipment must be allowed only when a detailed economic analysis by the RSA Fleet Program Manager indicates that the action is cost effective and is approved by the Regional Forester, Station Director, Area Director, or National Job Corps Director (See [EM 7130-4, Forest Service Desk Guide for Fleet Management](#) for more information).