

Morale, Welfare, and Recreation Directorate
NAF Agency Vehicle Operations and Maintenance

Standard Operating Procedure
Number 1

1 March 2002

This Standard Operating Procedure supercedes all other NAF Agency Vehicle Operations and Maintenance SOP's

1. PURPOSE: To establish standards and guidelines to be followed for the efficient operation and maintenance of Morale, Welfare, and Recreation (MWR) Nonappropriated Fund (NAF) agency owned vehicles at Fort Monmouth.

2. REFERENCES: AR 215-1, paragraphs 7-29 and 7-30.

3. RESPONSIBILITY:

a. The Supervisor Operations Specialist is directly responsible for the control and efficient operation of all MWR NAF vehicles within guidelines established by the Director, MWR and referenced AR.

b. Each Facility Technician will be the NAF Agency Vehicle Coordinator responsible for NAF vehicles dispatched to the activity and will be responsible for proper control, security, maintenance and administration of assigned vehicles.

c. The driver (or senior ranking occupant in the vehicle) is responsible for the efficient utilization and control of the vehicle during operation. This individual is directly responsible to the Director, MWR for his/her actions and those of his/her subordinates in the vehicle.
NOTE: All drivers must possess a valid license of the State in which the vehicle is based or primarily operated in and any State that has reciprocity with the State in which the vehicle is based.

4. VEHICLE DISPATCH AND RESERVATION:

a. The Supervisor Operations Specialist will support all MWR activities in MWR and dispatch vehicles to meet

transportation requests based on vehicle availability and overall mission requirements.

b. Priorities will be established by the MWR Director if conflicts arise. All requests will be for authorized NAF mission use only.

c. The Supervisor Operations Specialist is responsible for ensuring that no vehicle is dispatched that is considered unsafe and may result in injury to the occupants, property and/or damage to the vehicle.

d. Prior to dispatching a vehicle, the Supervisor Operations Specialist will ensure that the driver(s) have a valid operator's permit(s).

e. The Supervisor Operations Specialist will not dispatch a vehicle when road conditions are hazardous. In amber road conditions, vehicles will only be dispatched for high priority missions dealing with health, safety, property and fund accountability. Vehicles will not be driven if road conditions are red, this will be determined by Supervisor Operations Specialist.

f. At no time will vehicles be used for unofficial personal or unauthorized trips (i.e. Post Exchange, billets, dining facilities, etc.).

g. Abuse or misutilization of vehicles will result in individuals or activities being denied use of the vehicles and possible adverse personnel action.

5. GENERAL:

a. Drivers will not smoke, drink or be under the influence of alcohol or drugs (to include prescription drugs) while operating a vehicle.

b. Driver (or senior occupant) will be responsible to ensure all traffic laws are obeyed and good driving habits are practiced.

c. Before operating a vehicle, all drivers are to perform a daily operation inspection in accordance with the checklist is included with the trip ticket for each vehicle.

d. A NAF Trip Report Sheet/Form (DD 1970) will be completed by the driver prior to any vehicle being dispatched. It will be kept with the vehicle logbook at all times and will contain all the required information and documentation necessary to operate an Agency vehicle.

e. The up to date Trip Report Sheet/ Form (DD 1970) will be turned into the Supervisor Operations Specialist on a weekly basis (unless issued on permanent dispatch) with the Transportation Motor Pool (TMP) gas documentation and the mileage and date. The starting mileage will be recorded at the beginning of each week and for the next five (5) or seven (7) days for the week. The date and gallons of gas put into the vehicle are to be recorded every time there is a fill up.

Gas-Up Procedure:

- (1) Enter the facility through the appropriate driveway.
- (2) Use pumps 1/2/3/4 for gas: (Do not use pump 5, this is diesel fuel).
- (3) Select pump and put nozzle into filler cap, do not switch on pump.
- (4) Put card into "Gasboy" dispenser control unit with stripe down to right.
- (5) Remove card --enter 5 digit number on card - press enter again.
- (6) Enter odometer reading from vehicle (i.e. 55050) - press enter again.
- (7) Enter pump number you will be utilizing (1/2/3/4) - press enter again.
- (8) You have 60 seconds to begin filling vehicle, or you must reprogram.
- (9) Turn on pump switch, fill vehicle without spillage. Turn off pumps and replace nozzle.
- (10) Record amount in gallons on trip ticket of vehicle/sign and date.

f. The Driver/ Supervisor Operations Specialist will issue a new trip ticket at the beginning of each week along with all necessary documentation.

6. VEHICLE SECURITY AND RECORDS:

All Facility Technicians will ensure the security of vehicles issued to their activity. Vehicles must be secured and parked in legal spaces when not in use.

7. VEHICLE MAINTENANCE

- a. The Facilities Technician will ensure that the oil is changed every six (6) months or three thousand (3000) miles, whichever comes first. Chassis lubrication will be done every six (6) months. Tires will be checked every one thousand (1000) miles or six (6) months, whichever comes first.
- b. Supervisor Operations Specialist will recall vehicles for mileage inspection and prepare a maintenance schedule card according to the following. See attachment A for copy of mileage checklist :

5,000 Miles

Change engine Oil and replace oil filter
Rotate tires
Inspect and lubricate automatic transmission shift leakage
Lubricate steering linkage suspension, drive shaft U-joint if equipped with grease fittings.
Inspect exhaust system for leaks, damage or loose parts. Remove any foreign material trapped by exhaust system shielding.
Lubricate rear drive shaft double cardan joint centering ball.

10,000 Miles

Change engine oil and replace oil filter.

15,000 Miles

Change engine oil and replace oil filter.
Inspect engine cooling system, hoses, and clamps; and check coolant strength every 15,000 miles or 12 months.
Rotate tires.
Inspect and lubricate automatic transmission shift leakage
Lubricate steering linkage suspension, drive shaft U-joint if equipped with grease fittings.
Inspect exhaust system for leaks, damage or loose parts. Remove any foreign material trapped by exhaust system shielding.

Lubricate rear drive shaft double cardan joint centering ball.

20,000 Miles

Change engine oil and replace oil filter.

25,000 Miles

Change engine oil and replace oil filter.

Inspect engine cooling system, hoses, and clamps; and check coolant strength every 15,000 miles or 12 months.

Rotate tires.

Inspect and lubricate automatic transmission shift leakage

Lubricate steering linkage suspension, drive shaft U-joint if equipped with grease fittings.

Inspect exhaust system for leaks, damage or loose parts. Remove any foreign material trapped by exhaust system shielding.

30,000 Miles

Change engine oil and replace oil filter.

Inspect engine cooling system, hoses, and clamps; and check coolant strength every 15,000 miles or 12 months.

Rotate tires.

Inspect and lubricate automatic transmission shift leakage

Lubricate steering linkage suspension, drive shaft U-joint if equipped with grease fittings.

Inspect exhaust system for leaks, damage or loose parts. Remove any foreign material trapped by exhaust system shielding.

35,000 Miles

Change engine oil and replace oil filter.

Inspect engine cooling system, hoses, and clamps; and check coolant strength every 15,000 miles or 12 months.

Rotate tires.

Inspect and lubricate automatic transmission
shift leakage

Lubricate steering linkage suspension, drive
shaft U-joint if equipped with grease fittings.
Inspect exhaust system for leaks, damage or loose
parts. Remove any foreign material trapped by
exhaust system shielding.

40,000 Miles

Change engine oil and replace oil filter.
Inspect engine cooling system, hoses, and clamps;
and check coolant strength every 15,000 miles or
12 months.

Rotate tires.

Inspect and lubricate automatic transmission
shift leakage

Lubricate steering linkage suspension, drive
shaft U-joint if equipped with grease fittings.
Inspect exhaust system for leaks, damage or loose
parts. Remove any foreign material trapped by
exhaust system shielding.

45,000 Miles

Change engine oil and replace oil filter.
Inspect engine cooling system, hoses, and clamps;
and check coolant strength every 15,000 miles or
12 months.

Rotate tires.

Inspect and lubricate automatic transmission
shift leakage

Lubricate steering linkage suspension, drive
shaft U-joint if equipped with grease fittings.
Inspect exhaust system for leaks, damage or loose
parts. Remove any foreign material trapped by
exhaust system shielding.

50,000 Miles

Change engine oil and replace oil filter.

Inspect engine cooling system, hoses, and clamps; and check coolant strength every 15,000 miles or 12 months.

Rotate tires.

Inspect and lubricate automatic transmission shift leakage

Lubricate steering linkage suspension, drive shaft U-joint if equipped with grease fittings.

Inspect exhaust system for leaks, damage or loose parts. Remove any foreign material trapped by exhaust system shielding.

55,000 Miles

Change engine oil and replace oil filter.

Inspect engine cooling system, hoses, and clamps; and check coolant strength every 15,000 miles or 12 months.

Rotate tires.

Inspect and lubricate automatic transmission shift leakage

Lubricate steering linkage suspension, drive shaft U-joint if equipped with grease fittings.

Inspect exhaust system for leaks, damage or loose parts. Remove any foreign material trapped by exhaust system shielding.

60,000 Miles

Change engine oil and replace oil filter.

Inspect engine cooling system, hoses, and clamps; and check coolant strength every 15,000 miles or 12 months.

Rotate tires.

Inspect and lubricate automatic transmission shift leakage

Lubricate steering linkage suspension, drive shaft U-joint if equipped with grease fittings.

Inspect exhaust system for leaks, damage or loose parts. Remove any foreign material trapped by exhaust system shielding.

c. The Supervisor Operations Specialist will ensure immediate action is taken to correct any noted maintenance problems.

d. The Facility Technician will inspect the vehicle monthly to ensure it is being maintained and operated in accordance with this SOP.

e. Each driver is responsible for cleaning his/her vehicle. Cleaning will be done on a daily or weekly basis as needed.

f. Each vehicle assigned to MWR is subject to unscheduled inspections by the MWR Director.

8. ACCIDENTS:

a. In case of emergency breakdown, the driver will immediately notify the Supervisor Operations Specialist at 532-6100 or 532-1385 or Facility Technician, as to the nature of the breakdown, location of the vehicle, and if they believe it can be repaired on location. Vehicle operators must immediately report all accidents to the Provost Marshal's Office (532-0579), and submit a completed Accident Report (SF Form 91) of the circumstances surrounding the accident within 24 hours. The Accident Report must also be forwarded to MWR for processing of insurance.

b. If the Gas Card is lost, stolen, or not accepted at the pump, contact Supervisor Operations Specialist.

GLENN PERLAKOWSKI
Director, Morale, Welfare
and Recreation

MAINTENANCE TO BE COMPLETED EVERY 5000 MILES

Oil	_____
Oil Filter	_____
Lube	_____
Front Diff	_____
Rear Diff	_____
Transfer Case	_____
Transmission Fluid	_____
Air Filter	_____
Power Steering Fluid	_____
Brake Fluid	_____
Windshield Washer Fluid	_____
Anti Freeze/Coolant	_____
Battery	_____
Wash F&R Windows	_____
Vacuum interior	_____
Tire Pressure	_____

SCHEDULED MAINTENANCE PER MILEAGE OF VEHICLE

5000

Rotate tires _____
Lubricate steering linkage _____
suspension _____
drive shaft U-joint if equipped _____
with grease fittings _____
Inspect exhaust system for leaks _____
damage or loose parts _____
Remove any foreign material trapped _____
by exhaust system shielding. _____
Lubricate rear drive shaft double _____
cardan joint centering ball _____

10,000

Change engine oil _____
Replace oil filter _____

15,000

Change engine oil _____
Replace Oil filter _____
Inspect engine cooling system, _____
hoses, and clamps _____
Rotate tires _____
Inspect and lubricate automatic _____
transmission shift leakage _____
Lubricate steering linkage _____
suspension _____
Drive shaft U-joint is equipped _____
with grease fittings _____
Inspect exhaust system for leaks, _____
damage or loose parts _____
Remove any foreign material trapped _____
by exhaust system _____
Lubricate rear drive shaft double _____
cardan joint centering ball. _____

20,000

Change engine oil _____
Replace oil filter _____

25,000

Change engine oil _____
Replace oil filter _____
Inspect engine cooling system, _____
hoses, and clamps _____

Check coolant strength every 15,000 miles or 12 months

Rotate tires

Inspect and lubricate automatic transmission shift leakage

Lubricate steering linkage suspension

Drive shaft U-joint if equipped with grease fittings

Inspect exhaust system for leaks, damage to loose parts

Remove any foreign material trapped by exhaust system shielding

30,000

Change engine oil

Replace oil filter

Inspect engine cooling system, hoses, and clamps

Check coolant strength every 15,000 miles or 12 months

Rotate tires

Inspect and lubricate automatic transmission shift leakage

Lubricate steering linkage suspension

Drive shaft U-joint if equipped with grease fittings

Inspect exhaust system for leaks, damage to loose parts

Remove any foreign material trapped by exhaust system shielding

35,000

Change engine oil

Replace oil filter

Inspect engine cooling system, hoses, and clamps

Check coolant strength every 15,000 miles or 12 months

Rotate tires

Inspect and lubricate automatic transmission shift leakage

Lubricate steering linkage suspension

Drive shaft U-joint if equipped with grease fittings

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