

THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: EQUIPMENT – MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 621

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment: December 2, 2019</i>
<i>Council Resolution Number: 2015-214; 2019-567</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: November 18, 2019</i>

Policy:

The City realizes that the proper maintenance of equipment is necessary not only to reduce waste and unnecessary replacement, but the City's liability resulting from failure to maintain adequately. Therefore, after considering financial resources and budget constraints, it is City policy that equipment preventative maintenance checks will be conducted annually or at Ministry approved intervals. Adequate records of the checks as well as records of any maintenance performed will be kept for the six (6) years or disposal of the equipment. The following minimum standards will apply:

- Licensed Vehicles
 - I. Every vehicle shall have a vehicle file. The file shall be completed as soon as the vehicle has been put into use for the life of the vehicle. The file shall be the depository of all details of maintenance, together with warranty, license and major component changes, e.g., engine, transmission, drive line, etc. The vehicle file to be retained for one year after the vehicle is disposed of.
 - II. Preventive maintenance will be completed annually or at appropriate intervals as established by generally accepted standards. Repairs arising from a preventive maintenance inspection shall be recorded on a Maintenance Record Form.
 - III. Each driver of Air Brake Equipped Vehicles shall conduct a pre-trip inspection. The pre-trip inspection report will be kept in the vehicle file.
 - IV. If any vehicle problems are encountered by the driver / operator he / she will complete a vehicle complaint form to notify the Shop Foreman of the issue. The Shop Foreman will assess the problem and assign a priority for repair.
 - V. Vehicles requiring Ministry Approval are to be inspected by Ministry approved third party inspection facility.
 - I. Equipment Other Than Licensed Vehicles.

The conservation of equipment is the direct responsibility of all employees. Therefore, it is municipal policy that preventative maintenance be conducted on Equipment Other Than Licensed Vehicles annually. Adequate records of the checks as well as any maintenance

performed will be kept for six (6) years or disposal of the equipment to facilitate preparation of defence in the event of litigation.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Equipment Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.