

# VEHICLES

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# MAINTENANCE

# OIL CHANGE

## Procedure

### When it's due

- If the **dash indicator** comes on **or** your **mileage/sticker** says it's due, it's time.

### What you do

1. **Notify the Fleet Manager** immediately that your vehicle is due for service.
  - Fleet Manager: **813-892-4069**
2. **Wait for instructions** on **when and where** to go. They'll schedule or direct you.
3. **Go to the assigned shop.** Our preferred vendor is **Take 5 Oil Change** (many locations in our service areas).
  - Fleet Account: **MBL-143544**
4. **Authorize only the oil change.**
  - Oil changes are **pre-approved**.
  - **Do not** approve any add-ons (filters, wipers, flushes, rotations, etc.) unless the Fleet Manager says so.
5. If anything is unclear at the counter (pricing, recommended services, account issues), **call the Fleet Manager** on the spot: **813-892-4069**.

### Hard rules

- The account is **restricted**. **No additional services** without prior approval—period.
- **Don't pay out of pocket** unless the Fleet Manager explicitly tells you to.

### Safety note

- If a **red oil pressure warning** appears, **pull over safely and call the Fleet Manager**. Don't keep driving.

MAINTENANCE

# TIRES

MAINTENANCE

# APPEARANCE

# Accident Reporting

# Incident Report

1. Incident/accident takes place
2. Contact Police
3. Take pictures of the client drivers license
4. Take picture of license plate
5. Take pictures of the vehicle/property from all angles
6. Contact Fleet Manager and Team Lead to notify an incident
7. Get Police report
8. Send pictures and videos the the Fleet Manager/Team Lead
9. Informing the team of citation/ticket if provided
10. Fill out the incident report form
11. Turn in at the end of day to fleet manager
12. Review the incident report, check the pictures and videos provided
13. Print out pictures and attach them to the report
14. Provide the incident report to HR
15. Notify HR department if additional safety/training is needed
16. Schedule driver to take a safety refresher course
17. HR will contact driver in regards of well being and establish if medical treatment is needed or refusal to seek medical form signed