



**Arkansas Parole Board**  
Two Union National Plaza Building  
105 West Capitol; 5<sup>th</sup> Floor  
Little Rock, AR 72201-5731  
(501) 682-3850 Fax: (501) 683-5381

**ADMINISTRATIVE DIRECTIVE: 09-02 Vehicle Maintenance Procedures**

**TO: ARKANSAS PAROLE BOARD**

**FROM: LEROY BROWNLEE, CHARIMAN**

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**SUPERSEDES: N/A**

**APPROVED: SIGNATURE ON FILE EFFECTIVE DATE: November 23, 2009**

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**SECTION 1: PURPOSE:**

The purpose of this policy is to ensure the proper, adequate, and cost-effective maintenance of the agency's vehicle fleet through a preventative maintenance program that, with the cooperation of all Commissioners and Hearing Examiners, extend the safety, quality, and longevity of the agency's vehicle fleet. The policy will also apply to any Arkansas Parole Board (APB) employee authorized to operate a state vehicle

**SECTION 2: DEFINITION:**

A) Vehicle Maintenance – Effectively providing the services for the vehicle, such as oil changes, brake inspections, tire rotations, and etc, in the scheduled time frame based on the manufacturer's manual.

**SECTION 3: PREVENTATIVE MAINTENANCE PROGRAM:**

The following outlines those procedures and/or requirements deemed fundamental to the safe operation and/or upkeep of the agency's vehicle fleet.

A) PREVENTATIVE MAINTENANCE SCHEDULE: At a minimum all employees must abide by the requirements covered in the Preventative Maintenance Schedule (see attached). Each driver will have a preventative Maintenance Schedule, on their state vehicle. These schedules will be based on the manufacturer's suggestion. Please refer to your vehicle's manual for specific guidelines.

B) NON-ROUTINE MAINTENANCE: In the event that maintenance needs arise that are above and beyond those required by the Preventive Maintenance Schedule, the following process shall be adhered to:

1. The Fiscal Support Supervisor, or designee, will apprise the Chairman and with his/her approval to make the necessary arrangements to schedule the repair.

**SECTION 4: VEHICLE OPERATION:**

All APB employees, or others authorized to operate a state-owned vehicle, shall adhere to the operating guideline set by the manufacturer. Additionally, all personnel shall drive in such a manner that will not cause man damage to their assigned vehicle.

**SECTION 5: EFFECTIVE DATE:**

This Policy shall take effect following the Full Board meeting after the above Effective Date.

Attachment I      Employee Acknowledgement

**Employee Acknowledgement of Vehicle Maintenance Policy**

Please acknowledge by signing that you have received, read, and understood the Arkansas Parole Board Policy: **09-02 Vehicle Maintenance Procedures**

All employees or officials of the Arkansas Parole Board are responsible for complying with all pertinent policies. The Fiscal Support Supervisor will place a signed copy of this form in your personnel file.

This form must be signed and returned to the Fiscal Support Supervisor within five days after receipt of the above policy.

Employee Confirmation:

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**PRINT NAME**                      **DATE**                      **SIGNATURE**

Supervisor Confirmation:

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**PRINT NAME**                      **DATE**                      **SIGNATURE**