

PREVENTIVE MAINTENANCE (PM) SCHEDULE FOR STATE FLEET VEHICLES

NOTE: ALL receipts/invoices for services or repairs must be sent to the nearest DOT district or to State Fleet Services for data entry into our fleet management system. (Fuel receipts do not need to be sent in.)

DIESEL PICKUPS: All oil change services are to be performed at an original equipment manufacturer (OEM) authorized service center at 5,000 mile intervals using 5W-40 engine oil or a weight of oil as recommended in the owner's manual. Follow the maintenance guide in the owner's manual for all additional PM services and have them performed at the OEM service center also. If there is no OEM service center in your area, contact your NDDOT district shop supervisor for direction.

LIGHT VEHICLE PM SERVICE – DAILY SAFETY CHECKLIST:

- ✓ Walk around vehicle
- ✓ Check for body damage
- ✓ Check tire wear and inflation
- ✓ View under vehicle for wet spots caused by a possible fluid leak
- ✓ Check fluid levels to include engine oil, coolant reservoir level, and windshield washer fluid level
- ✓ Review and check the vehicle owner's operation manual for directions on specific vehicle operations and maintenance items

"A" PM SERVICE CHECKLIST TO BE PERFORMED EVERY 5000 MILES OR ONE YEAR:

- ✓ Replace engine oil and filter
- ✓ Check/clean battery terminals
- ✓ Lubricate/grease all grease fittings including all U-joints
- ✓ Check all fluid levels and fill as necessary
 - Battery
 - Radiator
 - Power steering reservoir
 - Windshield washer
 - Master cylinder
 - Transmission
 - Transfer case
 - Differential
- ✓ Check all lights for proper operation
- ✓ Check all tires for wear and proper inflation
- ✓ Check/replace belts
- ✓ Check air filter and replace if necessary
- ✓ Diesel pickups: At a minimum, change fuel filter annually (preferably in the fall) using OEM filters only

"B" PM SERVICE CHECKLIST TO BE PERFORMED EVERY 10000 MILES:

- ✓ Perform all items listed on the "A" PM checklist, **PLUS:**
- ✓ Rotate tires on all light vehicles (under 10,000 lbs. GVWR)

“C” PM SERVICE CHECKLIST (EXCEPT GROUP 2 SEDANS):

- Group 1 (mini passenger vans) at 60,000 miles only
- Group 3 (*light* pickup/cargo van/full size utility) at 60,000 miles only
- Group 4 (*heavy* pickup/van/full size utility) at 60,000 miles only
- Group 7 (Highway Patrol) all vehicles at 30,000 and 60,000 with the exception of the Dodge Charger which will require the service at 60,000 miles only
- Group 9 (Game enforcement/special) at 60,000 miles only
- ✓ Perform all items included in the “A” and “B” PM Service **PLUS:**
- ✓ Pack front wheel bearings if applicable
- ✓ Drain and refill automatic transmission fluid and replace filter
- ✓ Replace fuel filter if in fuel line
- ✓ (Dodge Charger hemi engine) replace spark plugs with platinum plugs at 30,000 miles only

“D” PM SERVICE CHECKLIST TO BE PERFORMED EVERY 5000 MILES OR ONE YEAR ON ALL GROUP 7 HIGHWAY PATROL UNITS:

- ✓ Replace engine oil and filter
- ✓ Check/clean battery terminals
- ✓ Lubricate/grease all grease fittings including all U-joints
- ✓ Check all fluid levels and fill as necessary
 - Battery
 - Radiator
 - Power steering reservoir
 - Windshield washer
 - Master cylinder
 - Transmission
 - Transfer case
 - Differential
- ✓ Check all lights for proper operation
- ✓ Check all tires for wear and proper inflation
- ✓ Check/replace belts
- ✓ Check air filter and replace if necessary

“E” PM SERVICE CHECKLIST ON ALL GROUP 7 HIGHWAY PATROL UNITS (AT 10,000 MILE INTERVALS):

- ✓ Perform all items listed on the “D” PM checklist **PLUS:**
- ✓ Rotate tires if necessary

"F" PM SERVICE CHECKLIST PERFORMED EVERY 2500 MILES OR ONE YEAR ON GROUP

12 FACILITY UNITS:

- ✓ Replace engine oil and filter
- ✓ Check/clean battery terminals
- ✓ Lubricate/grease all grease fittings including all U-joints
- ✓ Check all fluid levels and fill as necessary:
 - Battery
 - Radiator
 - Power steering reservoir
 - Windshield washer
 - Master cylinder
 - Transmission
 - Transfer case
 - Differential
- ✓ Check all lights for proper operation
- ✓ Check all tires for wear and proper inflation
- ✓ Check/replace belts
- ✓ Check air filter and replace if necessary

"G" PM SERVICE CHECKLIST PERFORMED EVERY 5 YEARS ON GROUP 12 FACILITY UNITS:

- ✓ Perform all items listed on the "F" PM checklist **PLUS:**
- ✓ Drain and refill automatic transmission fluid and replace filter
- ✓ Replace engine coolant