

Loss Prevention

Please route to:

- Owner
- General manager
- Sales manager
- Service manager
- Office manager

Vehicle maintenance

Spring is in the air...it's time to check, fix and repair!

Winter is the hardest time of year for vehicles. Freezing temperatures, icy roads and salt can take a toll on your company vehicles. The engine, cooling system, battery, transmission, exhaust system and tires experience a great deal of stress. Winter is over and now is the time to take care of maintenance items that have been put off until "later."

Proper vehicle maintenance means two things to your business: MONEY and SAFETY! Vehicles have to be on the road to be productive. Whether it's salesmen making calls, parts drivers delivering product or over-the-road trucks on a delivery mission, if they're broken down, you're not making money. Be proactive and avoid unscheduled downtime.

Safety is always an important factor. According to statistics from the National Safety Council, vehicle accidents are the number one cause of workplace fatalities. Public image is also a consideration. The last thing your business needs is a company vehicle identified on the evening news as the cause of a multi-car accident or fatality.

The guidelines for spring maintenance are simple. Check them all:

Inspection Tires

- Remove studded/snow tires
- Check alignment
- Check tread wear
- Check air pressure

Brakes

- Check brake fluid level and master cylinder for leakage
- Examine brake shoes and pads for wear and needed replacement

Cooling system

- Flush radiator
- Add antifreeze/coolant for summer
- Inspect and replace hoses
- Check thermostat

Engine

- Check oil and filter change
- Check battery and posts for corrosion or leakage
- Check freeze plugs
- Check the power steering fluid level
- Check belts

Transmission

- Check fluid level
- Check filter

Body & undercarriage

- Wash and flush to remove salt deposits
- Check u-joints for connection stability
- Grease front end components
- Check ball joints
- Inspect shock absorbers
- Check coil or leaf springs
- Check struts and boots

Air conditioning/Heating system

- Check system pressure
- Check a/c compressor
- Check refrigerant level
- Inspect and replace hoses
- If recharging air conditioning unit, be sure to use the appropriate refrigerant

Preventative maintenance schedule

- All vehicles should be on a preventative maintenance program.
- Use the manufacturer's recommended maintenance schedule.

- Good maintenance will prolong the life of fleet vehicles.
- Document all maintenance activities.
- Record keeping can be critical if litigation results from a collision.
- If you don't have these capabilities in-house, find a vendor to provide maintenance and record keeping services.

Spring is the time to take action and help ensure a productive and accident-free year. Don't delay preventative maintenance a single minute longer. Get ahead of the game and protect your business.

If you have any questions or comments, contact your Zurich account executive or the Loss Prevention Department at 800-821-7803.

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