



Full Circle Transportation Group LLC

## Vehicle Maintenance and Management Program



The company focuses on the process as much as the outcome



LAS VEGAS, NEVADA

[www.fctg.org](http://www.fctg.org)

# FCTG COMPANY PROFILE DOT 2379319

## Full Circle Transportation Group LLC

General Information:

**MC# 817706**

Federal ID# 27-2115535

USDOT# 2379319

SCAC Code – FCRV

SIC Code – 4731

DUNS#78-739073

Organization:

Nevada Limited Liability Company Incorporated

On November 30, 2012

Original Corporation Name: Full Circle Transportation Group, LLC.

Bank Information:

US Bank 475 E Windmill Ln Las Vegas, NV 89123 702.492.2016

Dominique Douglas Branch Manager

Routing Number 121201694 Account Number 153755905848

Wire Transfer Instruction:

Insurance Carrier:

Wilshire Insurance Company PO BOX 7006 Lancaster, CA 93539 **Policy# BA2601142**

Contacts:

**800-521-2030**

702-509-5262

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## VEHICLE MAINTENANCE and MANAGEMENT PROGRAM

### **Policy:**

It is FCTG policy to promote safe and regular exercises that reduces potential incidents through education, regulation, enforcements and maintaining the standard maintenance of our vehicles and equipment.

### **Purpose of this Program**

The purpose of this program is to provide maintenance personnel and affiliates with guidance on how the company conducts a variety of activities performed within the maintenance programs. The focus is on the process and information needed to properly carry out basic maintenance activities

### **Performance Measurement**

A standard to hold drivers and its management team accountable to adhere to the safety and maintenance policy of the company and preforms within the guidelines of DOT regulations.

### **Maintenance Plan**

FCTG shall have an up to date maintenance plan which outlines the maintenance philosophy of the organization and assigns responsibility for performing maintenance on all vehicles, real property, and equipment within the company. It is designed to keep all vehicles, shop equipment, and tools in safe, reliable, and operational condition. It requires management, trainers, drivers, fuelers, and mechanics to be trained and accountable for specific roles. Good preventive maintenance results from all staff working together as a team.



## VEHICLE MAINTENANCE and MANAGEMENT PROGRAM

### FCTG's Purpose Statement and Scope

***Properly preparing and supporting drivers to desire the practice of safety as regular preventive maintenance to help ensure the best outcome for all.***

***“When the focus is on the driver, safety decisions are easy”***

### Specific Roles

Management – Management must be sure that all staff is properly trained in preventive maintenance. The manager must know all parts of the preventive maintenance program, supervise its implementation and evaluate its effectiveness through audits and fiscal control. Driver Trainers – Trainers must ensure that all drivers understand their role in preventive maintenance. Trainers must make sure that drivers understand and can perform the preventive maintenance roles well. Drivers – Only the driver sees, hears, and feels the vehicle every day it is driven. Besides being vigilant and reporting observations, the driver must know the proper starting, shifting, and braking procedures to extend the life of the equipment. Mechanics – Mechanics are the most accountable in the preventive maintenance process. Due to the variety of vehicles, mechanics must be specifically trained for each type of vehicle they might maintain. Upon completing the preventive maintenance, the mechanic signs accounting for the work that has been done.



## VEHICLE MAINTENANCE and MANAGEMENT PROGRAM

### Maintenance Goals and Objectives

FCTG has implemented a written maintenance plan that specifies our goals and objectives and a means of achieving them. Our overall is to keep our vehicles out of the shop and in service. The goals and objectives of the maintenance program addresses:

- The proper management of parts, equipment, facilities, fleet, and personnel
- Defect reporting;
- Flexibility for changes in route, schedule, environment, new technology and other impacts;
- Chassis, body, and component manufacturers' recommended maintenance practices;
- A fleet life plan;
- The proper level of fiscal control;
- Systematic inspections, services, and repairs performed under local environmental, state, federal, and other regulations that apply;
- A warranty recovery plan.



# Full Circle Transportation Group → FCTG

## VEHICLE MAINTENANCE and MANAGEMENT PROGRAM

### **Preventive Maintenance (PM)**

Regular maintenance is performed at pre-scheduled cycles to ensure optimal performance, efficiency, safety and reliability of assigned equipment. Preventive maintenance is based on miles driven.

During the PM scheduled service, the mechanic will document all defects found and will have all defects listed on the repair order and corrected prior to returning the vehicle to service.

### **Individual Maintenance Records**

Individual maintenance records will be kept for each vehicle. All maintenance performed on the vehicle will be recorded and maintained for as long as the vehicle is operated by FCTG staff of affiliates.

### **Pre-Trip/Post-Trip Inspections**

Specific procedures are outlined and monitored to ensure that all vehicles are inspected prior to the vehicle being put into service each day. Drivers perform a comprehensive checklist of essential maintenance elements and record the results on the designated Pre-Trip/Post-Trip Inspection form. Pre-trip inspection sheets are turned in to the main office and monitored for completion and any noted defects.

### **Vehicle Breakdown**

In the event of a vehicle breakdown, we have implemented resources for roadside assistance and repair. Backup vehicles are not immediately available in all locations. However, efforts will be made to have a replacement vehicle in place as soon as it is reasonably possible to do so. Having a vehicle available for each scheduled route is a future priority for FCTG.

### **Warranty Recovery**

Vehicle and parts warranties will be monitored to make sure that equipment and parts are repaired and maintained under the manufacturer's warranty.



## VEHICLE MAINTENANCE and MANAGEMENT PROGRAM

### PM Services

PM services will be scheduled on a time guideline due to the possibility of broken odometers. There will be two levels of PM Services performed.

Level A – Conducted at 12,000-15,000 mile intervals or no more than two months.

Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, transmission fluid and filter change. replace air filter, Check coolant, specific gravity, and PH, etc.

Level B – Conducted at 62,000- 72,000 mile intervals or no more than six months. All items in levels A, plus perform complete engine tune-up, test engine compression, drain and refill differential lubricant. repack of wheel bearings, and extensive inspection of braking system.

### Maintenance Management Information System

We have implemented a Maintenance Management Information System (MMIS) which we have partnered with **Teletrac**. By using their software and support team plays an essential part in the scheduling of maintenance activities and controlling labor and material costs. It serves as a tool to make our maintenance process faster and more efficient. Proper use of the software provides management with the ability to evaluate the effects of changes in maintenance procedures and policies.

accompanying reports:

- Determine vehicle status, including the tracking of mileage and fuel purchases;
- Generate and track work orders;
- Track and schedule PM inspections and services;
- Track services performed externally;
- Vehicle licensing information;
- Update vehicle history files;
- Assign costs to various cost centers;
- Update parts inventory;
- Issue purchase orders;
- Track driver information;
- Retain insurance data;
- Maintain a list of vendors



## VEHICLE MAINTENANCE and MANAGEMENT PROGRAM

### **Vehicle Servicing**

Vehicles will be monitored for interior and exterior cleanliness. This will include daily cleaning as well as periodic more thorough cleaning. Exterior washing will be done as weather conditions allow.

### **Vehicle Storage**

Efforts are made to ensure that vehicles are stored in as safe and secure an area as possible. Currently, 3331 Dandelion St. Pahrump NV 89048.

### **Operator Training**

FCTG makes every effort to have reliable, responsible, safe, courteous, and well-trained drivers. FCTG conducts background checks on all employees prior to a final hiring decision. All prospective drivers receive pre-employment drug tests and DOT physicals.

### **Emergency Equipment on Vehicles**

Emergency equipment is located on all company vehicles and is inspected as part of the Pre-Trip Inspection. Fire extinguishers with an ABC rating are located within easy reach of the driver and are tested yearly. Additional emergency equipment on board each vehicle includes: a first aid kit; reflective triangles; a biohazard kit; a seat belt cutter; and a spare tire, jack and lug wrench.

### **Accident/Incident Reporting**

FCTG employees and independent contractors are required to report all accidents and incidents. Report forms are available for this purpose in each driver's workflow book provided during orientation.

### **Responsibility for Vehicle Maintenance Program**

The Managing Director and Safety Manager of FCTG is responsible for the administration of the Vehicle Maintenance Program.

“DRIVER FOCUS, CUSTOMER DRIVEN”