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Hoffman Estates Park District Fleet Management Plan

Approved by DH 4/2024

Hoffman Estates Park District

Fleet Management Plan

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Current Vehicle and Maintenance Equipment Inventory from GIS

Fleet Management Preventative Maintenance Plan

The fleet inventory is found within our main GIS system. The replacement schedule is continually up to date.

Vehicle preventative maintenance is based on mileage of the vehicle. Vehicle inspections are completed on a weekly basis for all fleet equipment. The inspection forms for all vehicles are located on the district shared drive under Mechanics and then under 2023 Vehicle Inspections. The weekly inspections cover the following items.

- Exterior check – headlights, tail lights mirrors, brake lights, turn signals, tire pressure, wipers
- Interior check – HVAC, horn, instrument gauges, communication equipment, safety belts
- Safety check – brakes, engine fluids, accident reporting kit, road kit, first aid, fire extinguisher

Below you will find all the maintenance that is completed based on the mileage on that vehicle from the completed weekly vehicle inspection.

4,500 Miles

- Change oil
- Rotate and balance tires
- Air Filter inspection and replace if needed.

15,000 Miles

- Replace your air filter
- Brake pads inspected and replace if needed and rotors turned.

30,000 Miles

- Replace the fuel filter.
- Have the radiator coolant inspected and have the cooling system flushed.
- Inspect all belts and hoses for cracking and replace any, if needed.
- Have all suspension components inspected.
- Get the air conditioning system tested and recharged to factory specs.
- Have the power steering fluid drained, flushed, and replaced.
- Check the remaining tread life left on tires and get new ones in sets, as needed.

50,000 Miles

- Automatic transmission, have the transmission fluid drained and replaced, as well as the transmission filter.
- For manual transmission vehicles, have the transmission differentials drained, cleaned, and refilled with new fluid.
- Inspect the battery, look for signs of leakage, and have it tested to make sure it is still recharging.
- Inspect spark plugs, spark plug wires, and alternator.
- Check Coolant and flush if needed.

Hazard Identification Program

Fleet Inspections

1. Frequency of Inspections

- a. Vehicle operators will be expected to perform a safety maintenance inspection before each use. See Vehicle Maintenance and Inspection in the Fleet section of Fleet Risk Management Guideline.
- b. All on-road Park District vehicles will be thoroughly inspected every three (3) months or 3,000 miles by a mechanic or designated maintenance employee.
- c. All trucks and buses requiring state inspection and certification will be taken to a local state inspection station as required prior to the sticker expiration date.

2. Inspection Process

- a. Each employee is required to perform a safety and maintenance inspection on any vehicle prior to use.
- b. The Park District mechanic or designated maintenance employee will perform a thorough inspection on each on-road vehicle as required above. Contracted maintenance, such as dealerships or local repair shops, may also be used.
- c. All vehicles that require state certification will be inspected at a designated state vehicle safety inspection site.

3. Documentation

- a. Employees performing the daily safety/maintenance inspection will do so on an honor system.
- b. The thorough three (3) month or 3,000 mile vehicle inspection will be documented on the vehicle inspection checklist. The checklist should be returned to the maintenance office for filing.
- c. All vehicles that successfully pass the state inspection will display the new sticker on the front windshield as required. All expired stickers should be promptly removed. Return all documentation relating to the vehicle inspection to the maintenance office for filing.
- d. Any vehicles that do not successfully pass the state inspection should be taken directly to the Park District maintenance garage so that the appropriate repairs can be made. A listing of the needed repairs must be given to the maintenance supervisor. The vehicle should be taken for state re-inspection when needed repairs are completed.

OBJECTID	LocationName	LocationAddress	Install Year	ItemNumber	Condition	LifeCycle/Condition	LifeCycle	BudgetFactor	Quantity	UnitCost	OperationalValue	Estimate/TotalCost	Serial/Number	Floor	OriginalCost	Inspected	Type	LicensePlate	ReplacementYear	Replaced/Eliminated	Manufacturer	Year	Make	Notes
1	Parks Maintenance Facility	2352 Hassell Rd	2007	516	Fair	Fair	20	0	1	50000	Crit	\$50,000	1D7HW224575242864	1st	20000	No	Truck	M165391	2029	No	Dodge	2007	Dodge Dakota 4X4 (516)	
2	Parks Maintenance Facility	2352 Hassell Rd	2005	520	Good	Fair	20	7	1	36000	Crit	\$36,000	1D7HW22N251294265	1st	17190.28	No	Truck	M151421	2029	No	Dodge	2005	Dodge Dakota 5-1600 4X4 (520)	
3	Parks Maintenance Facility	2352 Hassell Rd	2001	513	Good	Fair	20	2	1	36000	Crit	\$36,000	1GCGC231211210702	1st	13913.26	No	Truck	M113773	2029	No	Chevrolet	2003	Chevrolet 6.0	
4	Parks Maintenance Facility	2352 Hassell Rd	2003	528	Good	Fair	20	2	1	36000	Crit	\$36,000	1GCGC231143F115870	1st	15913.26	No	Truck	M137772	2029	No	Chevrolet	2003	Chevrolet 6.0	
5	Parks Maintenance Facility	2352 Hassell Rd	2009	522	Good	Good	20	0	1	36000	Crit	\$36,000	1F7M215139EA05089	1st		No	Truck	M137361	2029	No	Ford	2009	Ford F550	
6	Parks Maintenance Facility	2352 Hassell Rd	1998	513	Fair	Poor	20	4	1	55000	Crit	\$55,000	3B8C384340W1253393	1st		No	Truck	M131223	2029	No	Dodge	1998	Dodge 5.9D	Dodge Durac 3300 Salt Spread (513)
7	Parks Maintenance Facility	2352 Hassell Rd	2001	517	Good	Poor	20	2	1	70000	Crit	\$70,000	219093.72	1st	21993.72	No	Truck	M127482	2029	No	Chevrolet	2001	Chevrolet 6.5	Chevy Van 2500 Diesel (517)
8	Parks Maintenance Facility	2352 Hassell Rd	2013	500	Good	Good	20	2	1	36000	Crit	\$36,000	1F7M281DEB47093	1st	19957.36	No	Truck	M815119	2029	No	Ford	2013	Ford F350 (85 4X4 Flow (500)	
9	Wildlife Maintenance Facility	1400 Poplar Creek Dr	2013	499	Fair	Fair	20	0	1	70000	Crit	\$70,000	1FM6UJ2ERV2868464	1st	30576.26	No	Truck	M113902	2027	No	Ford	2020	Ford 4.0L	Ford Explorer 4WD (499)
10	Parks Maintenance Facility	2352 Hassell Rd	2006	495	Good	Good	20	2	1	70000	Crit	\$70,000	1FM6UJ2R3S2637935	1st	24709.88	No	Passenger	M151441	2027	No	Ford	2009	Ford 4.0L	Ford Explorer E-35 4WD (495)
11	Parks Maintenance Facility	2352 Hassell Rd	2001	511	Fair	Good	20	6	1	36000	Crit	\$36,000	187M3627J1M561237	1st	21533.83	No	Truck	M127483	2028	No	Dodge	2001	Dodge 5.9	Dodge 2500 4x4 Garbage Truck (511)
12	Parks Maintenance Facility	2352 Hassell Rd	2011	533	Good	Good	20	0	1	36000	Crit	\$36,000	1F7M246686A63590	1st	21941.29	No	Truck	M138340	2029	No	Ford	2011	Ford 6.2L	Ford F350 4x4 E-35 (533)
13	Parks Maintenance Facility	2352 Hassell Rd	1999	515	Good	Poor	20	6	1	36000	Crit	\$36,000	187M5222YK304487	1st		No	Truck	M151254	2023	No	Dodge	1999	Dodge 5.2L	Dodge Dakota 4X4 (515)
14	Parks Maintenance Facility	2352 Hassell Rd	2002	512	Good	Poor	20	3	1	36000	Crit	\$36,000	1GTHK42442Z33158	1st	22781.24	No	Truck	M164645	2025	No	GMC	2002	GMC 6.0L	GMC 2500 4X4 (512)
15	Parks Maintenance Facility	2352 Hassell Rd	2015	543	Good	Good	20	0	1	36000	Crit	\$36,000	1F7M281DEB47093	1st	29982.16	No	Truck	M201897	2029	No	Ford	2015	Ford 6.2L	Ford F350 4X4 Flow (543)
16	Parks Maintenance Facility	2352 Hassell Rd	2021	525	New	New	20	0	1	36000	Crit	\$36,000	1F7M281DEB47093	1st		No	Passenger	M220002		No	Ford	2021	Explorer	Ford Explorer (525)
17	Parks Maintenance Facility	2352 Hassell Rd	2010	538	Good	Good	20	0	1	36000	Crit	\$36,000	1F7M281DEB47093	1st	26113.73	No	Truck	M138504	2030	No	Ford	2011	Ford 6.2L	Ford 2000 E-85 4X4 Flow (538)
18	Parks Maintenance Facility	2352 Hassell Rd	2008	500	Good	Good	20	0	1	7000	Crit	\$7,000	1F7M246686A63590	1st	19483.72	No	Truck	M131995	2027	No	Ford	2008	Ford 4.6L	Ford E150 E-85 VAN (508)
19	Parks Maintenance Facility	2352 Hassell Rd	2011	509	Fair	Good	20	0	1	55000	Crit	\$55,000	1F7M281DEB47093	1st	34020.57	No	Other	M138500	2029	No	Ford	2011	Ford 6.7L	Ford F350 Dump 4X4 Chopper Truck (509)
20	Parks Maintenance Facility	2352 Hassell Rd	2012	504	Good	Good	20	0	1	35000	Crit	\$35,000	1F7M281DEB47093	1st	29242.80	No	Truck	M139118	2029	No	Ford	2012	Ford 5.0L	Ford F350 4X4 (504)
21	Parks Maintenance Facility	2352 Hassell Rd	2001	519	Fair	Poor	20	3	1	52000	Crit	\$52,000	18640.01	1st	18640.01	No	Truck	M121910	2025	No	Dodge	2001	Dodge 5.9L	Dodge Ram 2500 Mopac (519)
22	Parks Maintenance Facility	2352 Hassell Rd	2002	518	Poor	Poor	20	-2	1	36000	Crit	\$36,000	287M811Y424134096	1st	17335.62	No	Truck	M131425	2023	No	Dodge	2002	Dodge 5.2L	Dodge Ram 1500 Van (518)
23	Parks Maintenance Facility	2352 Hassell Rd	2002	510	Poor	Fair	20	1	1	150000	Crit	\$150,000	1G2ZAK819W3C45991	1st	72936.26	No	Bus	M135221	2024	No	Thomas Bus Company	2002	Freightliner 5.9L D5L	Freightliner 5.9L D5L
24	Parks Maintenance Facility	2352 Hassell Rd	2013	542	Good	Good	10	5	1	115000	Crit	\$115,000	1H1YDAM66E767443	1st	111171	No	Other	M139598	2024	No	International	2014	International 7400 Dump PLOW/SALT (542)	
25	Parks Maintenance Facility	2352 Hassell Road	2012	493	Good	Good	20	0	1	36000	Crit	\$36,000	1FM6UJ2R3S2637935	1st	32205	No	Passenger	M138536	2029	No	Ford	2012	Ford 2.5	Ford Escape Hybrid 4WD (493)
26	Parks Maintenance Facility	2352 Hassell Road	2010	534	Good	Good	20	0	1	80500	Crit	\$80,500	1D7M281DEB47093	1st	39656	No	Bus	M133585	2020	No	Ford	2010	Ford F550	Ford Entourage Bus (534)
27	Parks Maintenance Facility	2352 Hassell Road	2017	580	Excellent	Excellent	20	0	1	35000	Crit	\$35,000	1F7M281DEB47093	1st	22500.01	No	Truck	M221153	2026	No	Ford	2017	Ford 6.2L	Ford F350 4X4 Power500
28	Parks Maintenance Facility	2352 Hassell Road	2017	581	Excellent	Excellent	20	0	1	35000	Crit	\$35,000	1F7M281DEB47093	1st	27723.51	No	Truck	M221154	2027	No	Ford	2017	Ford 6.2L	Ford F350 Crew Cab (581)
29	Parks Maintenance Facility	2352 Hassell Road	2017	582	Excellent	Excellent	20	0	1	40000	Crit	\$40,000	1F7M281DEB47093	1st	27716.26	No	Other	M221152	2027	No	Ford	2017	Ford 6.2L	Ford F350 Dump Truck (582)
30	Triphahn Community Center & Ice Arena	1685 West Hazlett Rd	2008	501	Fair	Good	20	7	1	70000	Crit	\$70,000	1FM6UJ2R3S2637935	1st	29712.1	No	Passenger	M133088	2023	No	Ford	2008	Ford 5.4L	Ford Expedition 4WD (501)
31	Triphahn Community Center & Ice Arena	1685 West Hazlett Rd	2007	453	Fair	Fair	20	0	1	70000	Crit	\$70,000	1FM6UJ2R3S2637935	1st	21443.72	No	Passenger	M165445	2028	No	Ford	2007	Ford 4.0L	Ford Explorer 4WD (453)
32	Triphahn Community Center & Ice Arena	1685 West Hazlett Rd	2016	485	Good	Good	10	3	1	42000	Crit	\$42,000	1FM6UJ2R3S2637935	1st	34803	No	Truck	M201889	2025	No	Ford	2016	Ford 3.5L	Ford Explorer TC (485)
33	Triphahn Community Center & Ice Arena	1685 West Hazlett Rd	2015	481	Good	Good	10	-2	1	60000	Crit	\$60,000	1F7M281DEB47093	1st	32229.79	No	Truck	M201847	2024	No	Ford	2015	Ford 2.7	Ford F350 4WD (481)
34	Parks Maintenance Facility	2352 Hassell Rd	2015	475	Good	Excellent	20	0	1	36000	Crit	\$36,000	1F7M281DEB47093	1st	28041.69	No	Truck	M139342	2024	No	Ford	2015	Ford 6.2L	Ford F350 FICU 4X4 Flow (475)
35	Parks Maintenance Facility	2352 Hassell Rd	2020	589	Excellent	Excellent	20	0	1	36000	Crit	\$36,000	1F7M281DEB47093	1st	36000	Yes	Other	M222704	2040	No	Ford	2020	Ford	Ford 350 Transit Van (589)
36	Parks Maintenance Facility	2352 Hassell Road	2016	548	Excellent	Excellent	20	0	1	36000	Crit	\$36,000	1GCHM5C522525377	1st	36000	No	Truck	M220977	2026	No	Ford	2016	Chevrolet 5.3	Chevrolet 1500 E-85 4X4 (548)
37	Parks Maintenance Facility	2352 Hassell Rd	2022	588	Excellent	New	15	0	1	27348	Crit	\$35,000	1F7M281DEB47093	1st	27348	No	Truck	M231244	2042	No	Ford	2022	Ford	F350 Crew Cab (588)
38	Parks Maintenance Facility	2352 Hassell Rd	2023	590	Excellent	Excellent	15	0	1	57000	Crit	\$57,000	1F7M281DEB47093	1st	57000	No	Truck	M230415	2028	No	Ford	2023	Ford	Ford Supercrew Pick Up Truck (590)
39	Parks Maintenance Facility	2352 Hassell Rd	2024	593	New	New	20	0	1	60000	Crit	\$60,000		1st	60000	No	Truck		2043	No	Ford	2023	Ford	Ford Transit 350 Electric (593)