



Cummington

Vehicle/Equipment Maintenance Plan

Prepared for: Town of Cummington, Selectboard

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OVERVIEW

After reading and evaluating many large fleet maintenance programs, sponsored by the Community Compact Program, and looking through the parameters that they required and then finding out the cost, we began to look elsewhere. We felt that most were well beyond what a small town needed for keeping records and evaluating vehicles and equipment we then laid out the objective and goals below.

Objective

To find an inexpensive tool to keep track of all town vehicle and equipment maintenance. This would include Highway Department, Fire Department and Police Department. If possible could this same tool help the Vehicle and Equipment Committee in evaluating the town vehicles and equipment for repair or replacement.

Goals

First find an inexpensive comprehensive application/spreadsheet/database in which to enter all the town vehicles and equipment outlined in the Objective above. Next enter all vehicles and equipment into this tool with lists from each department. Once everything is entered then work with department heads or whoever they designate to develop a plan for maintaining these records.

Process

Using the above “Objective” and “Goals” We searched the internet for a program that would meet those guidelines. We looked at quite a few, read their reviews and tried some out. We came to the conclusion that one seemed to meet everything we were looking for and was inexpensive to purchase.

The program we chose is FleetVIP by Alembx Solutions. You can take a look at alembx.com. The program has all the features the town would need for keeping track of its vehicles and equipment. Also the ease of use was a factor. The program has a help screen that you can keep open on the side while working in it. The screen changes when you change what you are doing. This makes the learning curve for Department heads quicker and the likelihood of the program being used very high.

Here is a list of some of the features of the program:

- Tracks unscheduled maintenance, unexpected maintenance and As-Needed maintenance.
- Annual vehicle inspection dates are easily scheduled and tracked.
- Automatically re-calculates future fleet maintenance due dates using mileage (or kilometers) from latest maintenance task entered.

- Eliminates or reduces frequent odometer checks for maintenance due based on mileage or hour limits.
- Easy-to-read screens. Sharp, well rendered fonts. Straight forward menus.
- When you complete a scheduled fleet maintenance task, it is automatically rescheduled for you.
- It also tracks building or equipment maintenance. An excellent CMMS software value.
- Prints reports of warranty work done, all work done, future due dates, scheduled maintenance, all or specific vehicles and more.
- Keeps complete vehicle maintenance log of all work performed, repair costs and more.
- Tracks preventive fleet maintenance costs by vehicle and total fleet service cost for all vehicles.
- Vehicle maintenance schedule templates – any of your vehicle preventive maintenance schedules can be used as a template when adding another vehicle to the database.
- Automatically checks our website for free program updates and tells you when an update is available.
- FleetVIP is Low Maintenance – it does not require MS-Access, MS-SQL Server, ODBC or JET database drivers or software.
- A true compiled executable program – it is much faster and much smaller footprint compared to the typical Microsoft Access app you might find elsewhere.
- Global views! Not limited to viewing just one vehicle at a time. Just click the All Vehicles tab to display schedules or fleet maintenance log history for all vehicles at once.
- Built-in data backup. Backups can be configured to your preference.
- Cloud backup compatible (BackBlaze, iDrive, etc.).
- Keeps your notes and comments on each vehicle, vendor, scheduled task and completed task.
- Easily tracks multiple vehicles and maintains a separate maintenance log for each one.

Project Process

Following a proposed plan to achieve the Objective and Goals outlined above. A timeline was determined after discussion with Selectboard and Department heads. In our case the timeline was adjusted many times for different reasons but the project was always moving forward.

- Find a tool as described in the Goals above.
- This was done and everyone agreed on the selection of the application chosen.
- Test the tool with help from department heads.
- With the help of the Police Chief we tested the app using the department vehicles and some from the Highway and Fire departments.
- During testing it was determined that each department should have its own computer with the program loaded for that department. The reason for this was that after loading all the Town

vehicles and equipment it would be very cumbersome for the department heads to scroll through everything just to work with one item.

- Purchase said tool. Purchase by Town of Cummington.
- Three apps were purchased along with three computers. The computers purchased were Panasonic Toughbooks with Windows 10 and the program was loaded onto each computer.. It was determined that having the mobility of a laptop computer would be an advantage.
- Enter all vehicles/equipment from lists and any records provided from department heads.
- Department heads are entering vehicles and equipment for their own departments. I am working with them to load everything.
- Work with department heads or designated employee to develop plan for maintaining records.
- We are working together to develop an overall plan for maintaining the data for each department to ensure accurate records. This will help in the future to make intelligent decisions on whether to purchase new equipment or continue to repair an item.
- Support for departments in use of tool.
- I am providing support to the department heads and whomever they choose for data entry

CONCLUSION

The Objective and Goals set out in the beginning of the project have been met initially. An inexpensive and viable program was found and purchased with enough capital remaining to also purchase laptops. This also left enough for continued support for the department heads in use of the program.

The use of the program for tracking maintenance will help in future committee decisions by the town on whether to continue repairs or go ahead and purchase new.

The budget for the project was sufficient. The research for an app, the purchase of 3 apps and 3 laptops was accomplished within this number. The support will be ongoing and payment for that will come from the balance of the grant monies.

In conclusion I would say that what we started out to do have been accomplished.