

Operation and Maintenance Plan for  
Auto Maintenance, Repair, Washing and Fueling

- I. The County Department of Motor Vehicle Management is responsible for these activities for all County owned and operated vehicles.  
Contact: Robert Kersey (610) 891-4157. The County has a fleet of 300 Vehicles.
  
- II. Auto Maintenance
  - a. All Vehicles are maintained at one facility located on the Ground Floor of the Fronfield Building. This includes Parks, Fair Acres, and the Prison.
  - b. The office of Motor Vehicle Management maintains detailed records on every vehicle in the fleet. Routine maintenance is conducted every three months.
  - c. The Maintenance facility is equipped with drip pans, trays, and collection equipment.
  - d. All fluids are collected and recycled.
    - 1.) Oil – Safety Kleen
    - 2.) Anti-Freeze – Planet Earth
    - 3.) Air-Conditioning Coolants – Collected and recycled.
  - e. Floor Drains have been design to discharge to the sanitary sewer facilities.
  - f. Materials such as oil dry are available to control any accidental leaks and spills.
  - g. All Vehicle related fluids, cleaning products, and other chemicals are identified, and Material Safety Data Sheets (MSDs) are available on site.
  
- III. Repairs
  - a. All vehicles involved in accidents that will be repaired are stored indoors.
  - b. All Vehicles under warranty are repaired by the Auto Dealership.
  
- IV. Washing
  - a. A limited number of vehicles are washed during the routine maintenance process at the indoor facility.
  - b. The process for routine vehicle washing involves drivers obtaining tickets to car wash facilities, and washing occurring at these commercial facilities.
  
- V. Vehicle Fueling – Two fueling facilities are available for County Vehicles. These facilities were recently modernized to address current standards, and plans developed for spill prevention and contingency. The facilities are located at Fair Acres, and the other at Rose Tree Park.