Mobile Loaves & Fishes, Inc.
General Procedures and Guidelines
For Maintenance of Motor Vehicles

Mobile Loaves & Fishes mission is:

_We provide food, clothing, and dignity to our brothers and sisters in need._

All processes, procedures and guidelines for Mobile Loaves & Fishes are available online at mlfnow.org by clicking on Who We Are/Administrative Forms. All policies, procedures and guidelines for Mobile Loaves & Fishes are subject to change at anytime without notice. Always refer to our processes, procedures and guidelines for Mobile Loaves & Fishes online for the latest updates. Following are some general procedures and guidelines for maintenance of all Mobile Loaves & Fishes trucks and any vehicles owned by Mobile Loaves & Fishes:

- The owner’s manual for each vehicle should be left in the glove box of the vehicle at all times.
- The maintenance schedule as detailed in the vehicle’s owner’s manual is to be followed in every detail.
- Maintenance intervals, checks, inspections, replacement parts, and recommended fluids and lubricants as prescribed in this manual are necessary to keep your vehicle in safe and good working condition.
- Frequently throughout every month inspect the vehicle’s tires for visible damage and make sure they are inflated to the correct pressures. Use a good quality pocket-type gage to check tire pressure. You cannot tell if your tires are properly inflated simply by looking at them.
- Refer to Owner’s Manual for tire inspection and rotation schedules.
- You need a new tire if any of the following statements are true:
  - You can see the indicators at three or more places around the tire (many tires but not all come with treadwear indicators which will appear when your tires have only 1/16th inch or less of tread remaining). Refer to the owner’s manual for details on the treadwear indicators.
  - You can see cord or fabric showing through the tire’s rubber.
  - The tread or sidewall is cracked, cut or snagged deep enough to show cord or fabric.
  - The tire has a bump, bulge or split.
  - The tire has a puncture, cut or other damage that can’t be repaired well because of the size or location of the damage.
- Once per year all tires are to be inspected by a qualified tire technician at a retail tire store such as NTW, Sears or Firestone.