

343.2 Fleet Manager Review. The fleet manager will review the Form 4513 daily, noting any irregularities, taking necessary corrective action, and signing in the appropriate space.

343.3 Handling Delays. If all local efforts to obtain repair parts or warranty service have been exhausted, contact designated personnel at the division after five days for assistance in expediting repairs.

343.4 Retention. Retain completed forms at the VMF in accordance with the records retention schedule.


344 Form 4543, Vehicle Maintenance Work Order

344.1 General. Form 4543, *Vehicle Maintenance Work Order*, prepared for all scheduled and repair maintenance actions, requires a minimum of clerical effort and ensures a comprehensive record of work performed. It contains direct labor hours and material costs chargeable to a specific vehicle.

344.2 Preparation. , Prenumber all Forms 4543 with a four-digit numeric or alphanumeric number prior to recording any parts or labor. Auxiliary VMFs will use an alpha prefix to identify each location. Maintain a log at all locations, identifying each assigned number with a minimum of date, vehicle number, account code, and type of service. Close the log at the end of each A/P and retain for three A/Ps.

344.3 Scheduled Maintenance. Prepare Form 4543 for scheduled maintenance (a minimum of) three weeks in advance of the maintenance week. The administrative office is responsible for the initial preparation of Form 4543 which includes, but is not limited to, the vehicle number, type of service, and due date, and so forth.

344.4 **Unscheduled** Maintenance. Prepare Form 4543 for individual vehicles to record repairs resulting from road calls, tag repairs, accident repairs, and so forth.

 344.5 General Use of Form 4543. While examining the vehicle, the designated employee(s) will determine the nature and extent of work to be performed by referring to the vehicle jacket. Mechanics and other service personnel are encouraged to identify vehicle defects. Designated employees must use pertinent manufacturers' flat rate time schedules as guides in developing and entering estimated repair time (ERT) in the ab-

sence of individual vehicle maintenance programs. The individual who signs Form 4543 will ensure that all pertinent information is recorded.

350 Vehicle Modifications and Repairs

351 Types of Modifications and Repairs

351.1 Minor Changes and Repair Techniques. Minor changes are defined as changes to certain components which may improve the component and render the vehicle more functional without altering the appearance or structural design of the vehicle. Such changes or the required repair techniques, including monetary costs and benefits, must be reported to designated personnel at the region or division for further consideration. Report defects in vehicles in the VMAS system. No changes whatever may be made in the construction of a vehicle. (Refer to section 745.2, *Postal Operations Manual*.)

351.2 Modifications to Air Pollution Control Devices. The U.S. Postal Service is cooperating with the EPA, Department of Transportation, and state agencies to reduce vehicle pollution. Check exhaust emissions performance at each scheduled maintenance service and bring within specifications. Vehicle pollution control devices must be properly maintained. Make no modifications of the system or its components without direction from the Office of Fleet Management.

Note: Contractors are prohibited by law from making changes to pollution control equipment, unless certified by EPA.

351.3 Vehicle Modification Orders. Accomplish modifications as authorized by VMOs within the time specified in the VMO. Submit accurate and timely VMAS reports if required by the VMO. The fleet manager must keep a record of performance for each VMO and ascertain whether a report is required. Also include the vehicle number and date completed with the information to be recorded. Retain this record as long as affected vehicles are in the Postal Service fleet.

351.4 Borrowed Vehicle Repairs. Prepare individual work orders to record labor and parts used in the maintenance and repair of borrowed vehicles. The work orders should show Account Code 91, Maintenance and Repair of Post Office Equipment. Indicate inspection time, if necessary, and times to pick up and return (shuttle) the vehicle(s) on work order(s) as Account Code 91 also.