

## **Conroe ISD Fleet Vehicle Tire Issue SOP**

**SUBJECT:** Issue of CISD Fleet Vehicle Tires from the CISD North Maintenance Warehouse

**PURPOSE:** Establish and manage issue procedures of standard road tires from the CISD North Maintenance Warehouse

### **TIRE REQUEST FROM SUPERVISORS**

1. The tire condition of the vehicle will first be verified by the appropriate Coordinator.
2. After the tire condition is verified by the Coordinator, a Work Order is submitted for the issue of tires from the North Maintenance Warehouse.

**NOTE:** The tires can also be acquired on a WO that was made for the installation of the tires on the vehicle if the requestor wishes.

3. A statement should be put in the "Action" block of the WO by the Coordinator saying "Condition verified-(initials here)". The Work Order can be kept in the requestors name or can be assigned to the Warehouse Manager. If a Work Order has already been submitted for the tire installation on the vehicle, place the above mentioned statement, "Condition verified-(initials here)", in the "Action" block.

4. The Technician will then come to the North Maintenance Warehouse and request the tire/tires needed by filling out the "Daily Transfer / Issue Log" with the size, quantity and the WO number. The Warehouse Manager/Personnel will verify the verification/approval from the Coordinator by checking the WO "Action" block.

5. The Warehouse Manager/Personnel will then "Issue" the tires directly to the Work Order. The tire issue process is then complete.

**NOTE:** On occasion, tires may be requested by a Coordinator or Supervisor to be picked up at a later time. If this situation applies, Coordinators and Supervisors need only to follow the steps above and then send a message from the WO stating their intentions. The tires can then be picked up at a later time.

### **TIRE REQUEST FROM THE VEHICLE MAINTENANCE MECHANIC OR SMALL ENGINE REPAIR MECHANIC**

1. When tires are requested by the Fleet Vehicle Maintenance Mechanic or Small Engine Repair Mechanic, all steps in the "TIRE REQUEST FROM SUPERVISORS" section above will be followed with the exception that the Coordinator verification/approval is not needed therefore no "verification/approval" entry need be made in the "Action" block.