

## How To ...

### Avoid Vehicle Abuse Complaints

- Always obey speed limits – Set cruise control
- Always use turn signals – not only when turning but when changing lanes
- Avoid weaving in and out of traffic
- Be courteous to other drivers
- Use vehicle for state business **only** – Do not take family members in state vehicles, especially children and pets
- Always use a hands free device if talking on your cell phone

### Perform Emergency Repairs

- Stay calm – there should be a current vendors list in your glove compartment
- Find the location closest to where you are and a vendor who performs the repair you require
- If there are no vendors in that area – call Motor Pool at 505-827-1953 for further instruction, or if after hours, use the closest vendor that performs the service you require

### Handle a collision

- Always fill out a police report – it does not matter how minor the collision
- Fill out an Incident Report – there should be one in the glove compartment if not contact your department vehicle coordinator or your Motor Pool account representative
- Report the collision to Transportation Services within 24 hours – please notify of the physical location of the vehicle

## Waivers

- Waivers are required for: Driving prior to NSC/DDC course completion, take state vehicle out of state, take state vehicle out of country, transporting of non-state employee(s).
- For listing of required documents for a waiver please visit our website: <http://www.generalservices.state.nm.us/transportationservices/Resources.aspx>
- Allow at least 5 working days for any request other than out of country travel requests
- For out of country travel please allow at least 10 working days for completion

## Your Safety is Our #1 Priority

**Never text or read while driving!**

**If your vehicle is in need of repair, please get it done as soon as possible.**

**Check your wipers frequently – Don't wait until it is already raining or snowing. Also check your washer fluid levels.**

Transportation Service Division

### Motor Pool

**2542 Cerrillos Rd  
Santa Fe, NM 87507  
Phone: 505.827.1958  
Fax: 505.827.1967**

***To help our customers get to their destination on time and at their convenience.***

# Motor Pool

## How To Brochure

## How To Change a Tire

## How To Check Your Oil

## Helpful Hints



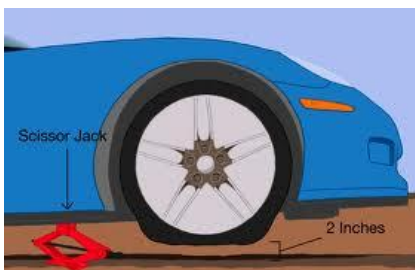
## Motor Pool

### HOW TO CHANGE A TIRE

Park the vehicle on a firm, level surface, avoid ice and snow if possible, and set parking brake. Make sure vehicle is in PARK if it is an automatic or REVERSE if it is a standard transmission. Turn on the hazard warning flasher.

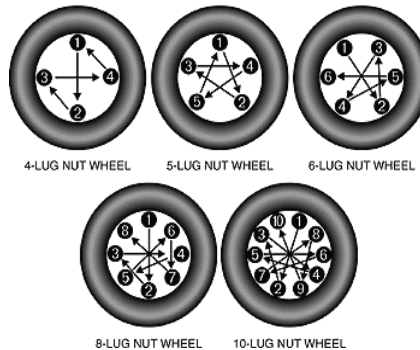
**The spare tire, jack and lug wrench are located in different areas depending on the vehicle. Consult your owner's manual for specific locations.**

1. Remove the spare tire, jack, and lug wrench from vehicle.
2. Loosen, but do not remove the wheel nuts by turning them to the left (Counter clockwise) one turn while the wheel is still on the ground.
3. **Every vehicle has specific jacking points to lift the tire off the ground. Please consult your owner's manual for these points and instructions on how to properly use the jack. Do not raise the vehicle until you are sure the jack is securely engaged.**
4. Raise the vehicle only until the tire clears the surface. Minimum tire lift provides maximum vehicle stability.



5. Remove the wheel nuts and pull the wheel and wheel covers where applicable off the hub. Install the spare tire and wheel nuts with the cone shaped end of the nuts toward the wheel. Lightly tighten the nuts. To avoid the risk of forcing the vehicle off the jack, do not tighten the nuts fully until the vehicle has been lowered.

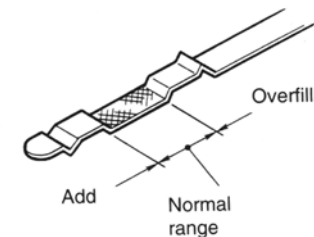
#### Lug Nut Tightening Patterns



6. Lower the vehicle and finish tightening the wheel nuts. Push down on the wrench while tightening the nuts. This gives you the best strength to tighten the nuts properly. Alternate nuts until each nut has been tightened twice.
7. Stow the lug wrench, jack, and tire using the means provided.

### CHECKING ENGINE OIL LEVEL

Oil level should be checked at every fuel stop. The best time to check the engine oil level is about 5 minutes after a fully warmed up engine is shut off, or before starting the engine after it has sat overnight. Inspect oil on level ground. To properly check oil level dipstick should be removed, cleaned with a rag, and then reinserted fully. Add oil only when the level is at, or below the ADD or MIN mark. The dipstick to inspect the oil is usually yellow and should be readily visible when the hood is opened.



### AFTER HOURS ASSISTANCE

We do not provide afterhours assistance. If you experience vehicle issues consult your vendor's list for emergency towing. Vehicle is to be towed to the nearest city for repair.