



FLEET MAINTENANCE GUIDE FOR SMALL BUSINESSES

Practical maintenance planning for bakkies, work vehicles, vans and light commercial fleets.

WHY FLEET MAINTENANCE MATTERS

Reduce Downtime Early maintenance can prevent small faults becoming breakdowns.	Plan Costs Records make servicing and repairs easier to budget.
Improve Reliability Routine checks identify wear before it becomes urgent.	Protect Productivity Reliable vehicles keep staff and deliveries moving.
Keep Better Records Track which vehicles are becoming expensive to maintain.	Improve Vehicle Life Preventative maintenance can reduce unnecessary wear.

SIMPLE FLEET SERVICE SCHEDULE

Base each vehicle's schedule on manufacturer requirements, mileage, age and use. High-mileage, loaded or commercial vehicles may need closer monitoring.

- ☐ Record current mileage regularly
- ☐ Track next service date and mileage
- ☐ Record previous repairs and parts replaced
- ☐ Monitor tyres, brakes and suspension
- ☐ Keep timing-belt history where applicable
- ☐ Record battery replacement dates

IMPORTANT MAINTENANCE AREAS

Area	What to monitor	Check
Engine Oil & Filters	Correct service interval; monitor oil use.	☐
Cooling System	Coolant, leaks, hoses and temperature.	☐
Brakes	Wear can increase with traffic, towing and loads.	☐
Tyres	Pressure, tread, damage and uneven wear.	☐
Suspension & Steering	Monitor wear, knocks, pulling and looseness.	☐
Battery	Record age and investigate slow starting.	☐
Clutch & Gearbox	Slipping, difficult selection or unusual noise.	☐
Belts & Hoses	Wear, cracking, leaks and timing-belt intervals.	☐
Warning Lights	Drivers should report warnings promptly.	☐

DAILY DRIVER CHECK

☐ Tyres visibly inflated and undamaged	☐ No new leaks under vehicle
☐ Lights working	☐ No warning lights staying on
☐ Brakes and steering feel normal	☐ No unusual noises
☐ No overheating concern	☐ No loss of power / starting issue



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FLEET VEHICLE MAINTENANCE RECORD

Use one record per vehicle and keep it updated with mileage, services, repairs and upcoming maintenance.

Business:		Vehicle / Unit No.:	
Make / Model:		Registration:	
Current Mileage:		Driver:	
Last Service:		Next Service Due:	

SERVICE & REPAIR HISTORY

Date	Mileage	Service / Repair	Cost

UPCOMING MAINTENANCE

Item	Due Date / Mileage	Notes

TRACK THE TRUE COST OF THE VEHICLE

Routine Service Costs	Separate normal maintenance from unexpected repairs.
Repair Costs	Track larger engine, gearbox, clutch, suspension and cooling-system repairs.
Vehicle Downtime	Record working days lost; downtime can cost more than the repair invoice.

NOTES / ACTION REQUIRED

Probert Auto - Benoni, Gauteng
Fleet servicing, repairs, diagnostics and preventative maintenance.

Discuss Your Fleet
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