

## **BMTM Loaner Vehicle Maintenance Agreement**

### **DAILY CHECKS:**

**Oil** – Check the oil every time you get fuel, especially when you are driving on long trips. Make sure vehicle is level on flat ground when checking oil. Be sure to use the type of oil that the vehicle requires. There will be an oil change sticker on the drivers side top left corner, with it will be another sticker telling what brand and oil weight to use in that vehicle. **Change oil every 6000 miles, you must use Valvoline Full Synthetic oil.**

**Fluids** – monthly:

**Automatic transmission fluid:** check after vehicle has been running on level ground with motor running, with the transmission in park. If fluid needs to be added, be sure to put in the recommended fluid for that specific vehicle.

**Radiator fluid:** **DO NOT OPEN Radiator Cap WHEN HOT**, check overflow bottle or check radiator when cold, if low add proper antifreeze/water mix that is required for that vehicle. Ford, Chrysler and Chevrolet vehicles all take different types of antifreeze. If for some reason when traveling that you have to add antifreeze mix, make sure engine is running when adding it to the radiator. **DO NOT ADD COLD WATER OR ANTIFREEZE/WATER MIX TO A HOT ENGINE IF ENGINE IS NOT RUNNING.**

**Power steering fluid:** Follow requirements on the power steering fluid cap. Make sure to use the proper fluid that is recommended by the vehicle manufacturer.

**Brake fluid:** Make sure levels are at required levels on brake reservoir. Make sure to use proper fluid that is recommended for that vehicle.

**Windshield washer fluid:** Fill to full mark or to cap level. Be sure in winter months to use regular washer fluid to prevent freezing.

**Tires** – Check air pressure on all tires regularly, make sure to **inflate to the tires recommended inflation.**

Recommended inflation is found on the tires sidewall. Watch tires for uneven wear. **It is a must to have tires rotated every 6,000 miles.** If a tire has to be replaced, check to see if it has road hazard on it. If not covered by road hazard, please try to put the same kind of tire back in its place. **Tire rotation to be done at least every 6,000 miles.** If a tire(s) is worn out prematurely, due to under inflation below the sidewall recommended inflation, you will be responsible to replace the tires with the same brand of tire that is on the vehicle, normally at a cost of \$500.00 plus per set. **It is your responsibility to keep the tires inflated to what is specified to you.**

**Lights** – Check your head lights, blinkers and brake lights regularly, replace if not working.

### **ACCIDENT:**

All of the vehicles have a insurance packet with them. Inside the packet is the coverage on that vehicle, what to do, if in an accident. Information you need to get if involved in an accident, even if it isn't your fault. If you have an accident, follow the instructions on the back of the proof of insurance card. **CONTACT BMTM IMMEDIATELY at (816)738-9401.** We are currently covered by Guide One Insurance. Insurance cards and registration cards are in all vehicles. **DO NOT** accept responsibility for damages. If you are unable to contact us, call our Guide One agent at (816)525-0765.

### **REPAIRS:**

**STOP IMMEDIATELY** if any dash indicator lights come on or any gauges show unexceptional conditions. Please check your gauges and dash warning lights frequently to prevent damage to the vehicles engine. Two things that will ruin an engine very quickly are low oil pressure/low on oil and allowing the engine to overheat. If all other gauges and lights are fine, but the check engine light comes on, then call BMTM. It is best have the check engine light, checked by a mechanic.

Initials \_\_\_\_\_