



## **Orange County Public Schools account #101710**

- OCPS-1 CONV -Conventional oil change with spin on filter up to 6qts regular oil \$29.99
- OCPS-1 CONV DSL -Conventional Diesel oil all included up to 12qts Rotella oil \$77.98
- OCPS-2 DEXOS -Dexos oil change with spin on filter up to 6qts regular oil 5qts \$55.99
- OCPS-3 SYN -Synthetic oil change with spin on filter up to 6qts Synthetic oil \$75.99
- OCPS-3 SYN DSL -Diesel oil all included up to 12qts Rotella Synthetic oil \$132.98
- FREE T R Free -Tire rotation every other oil change
- BRKINSP Free –Brake inspection ever other oil change after 20k mileage on the vehicle
- ✓ Vehicle with cartridge oil filter-they will pay for the \$4.99 OFC & UP
- ✓ Additional oil over 6 quarts needs to be on the invoice
- ✓ Fill out the inspection sheet and send to Mats at the completion of the service.

**EMAIL: WF-Maint@ocps.net**

**Always Email the invoice at check out.**

Only use approved oil never anything else call Mats with any questions.



Be nice and don't let the car leave the lot without calling the:

OCPS Contact or Mats Oskarsson if there is an issue servicing the vehicle.

OCPS contact # 1(407)317-3800 ext.2066233 Tamela Steffenhagen

South Bay Lube, Inc Fleet Manager 1(941)284-5726 Mats Oskarsson

**Also, all employees from OCPS and their students with valid ID**

**gets a CASH FLEET DISCOUNT using fleet account:**

**"EMPLOYEE CASH FLEET - OCPS #70031815"**



## Quick Rules

The specific oil changes are determined by the vehicle manufacturer's recommendations and the PO will be provided by the driver. The service cost is set for the PO and cannot be changed. If an additional approved item such as a light bulb or belt needs to be replaced the driver must get a new PO for it and pay with credit card on a separate bill. Tire rotation (FREE T R) must be done every other oil change along with a brake inspection (BRKINSP).

## Oil selection

Any Gas vehicle 2014 and OLDER will ONLY use Regular oil no matter what they use prior. If other oil is used it will not be paid for.

Any Gas vehicle 2015 and NEWER will ONLY use Dexos approved Synthetic Blend oil.

Diesel vehicles should use the oil specified on the PO.

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## Tire rotation brake inspections

Rotate tires every other oil change. Brake starts after vehicle has reached 20k miles.

If tire rotation or brake inspection is not possible to perform then the reason why must be put in the comments on the inspection sheet.

## Inspection sheet

The inspection sheet needs to be filled out by the store and signed by the driver and the store inspection technician every time. If you have any questions please feel free to call Mats Oskarsson (941)284-5726 for questions.

## Vehicles

OCPS has a variety of vehicles which range from Ford trucks and, Ram trucks, Dodge and Chevrolet cars.