# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

# FLEET OPERATIONS

**VEHICLE & EQUIPMENT PREVENTIVE MAINTENANCE/INSPECTION**

**PROCEDURE #F&P-4830-03**

1. **Purpose**

To maintain the safe operating condition and to prolong the useful life of all University vehicles and equipment.

1. **Objective**

To establish a uniform schedule for preventive maintenance and safety inspections for all equipment and vehicles, in accordance with manufacturer and State recommendations.

1. **Policy**

Equipment/Vehicle maintenance is scheduled with the primary user.

* 1. Preventive maintenance (PM) – is performed every six (6) months on each vehicle.
  2. Tasks have been developed for categories as needed.
     1. Inspection
     2. PM
     3. Oil changes or as noted: Police Cars – 2500 miles/Fleet Vehicles – 5000 miles/Trash Truck – 3000 miles
     4. Tune-up
     5. Transmission

(These tasks may be found in TMS)

* 1. All equipment has PM performed twice a year. Equipment is scheduled with the primary user.
     1. Spring – March and April
     2. Fall – October and November

Vehicle inspection is scheduled with the primary user.

* 1. Cars/Vans - Inspected annually to insure safe operation in accordance with current laws. The last digit of vehicle serial number is used to determine the month of inspection. (1=Jan, 2=Feb, etc.).
  2. Trucks:
     1. Annual (<18,000 lbs) – same as above
     2. Semi-annual (>18,000 lbs) – These vehicles are inspected twice a year, again in accordance with current laws and using the last digit of serial number to determine the month of inspection. These vehicles are bigger and heavier than normal trucks and both drivers and inspection mechanics require a CDL License(s).