
VEHICLE MAINTENANCE PROGRAM

PURPOSE: To establish a vehicle maintenance and inspection program to ensure safe and reliable transportation.

All University vehicles shall be serviced and inspected according to Facilities Operations & Maintenance vehicle checklist and serviced by the University's Facilities Operations & Maintenance Motor Pool. All inspections are conducted on a semi-annual basis, depending on usage. Facilities Operations & Maintenance has the right to remove a vehicle from operation if repairs are necessary to satisfy minimum safety and liability requirements. If a specific department owns the vehicle, all maintenance and repair costs shall be charged back to that department.

Any University vehicle acquisitions shall be approved by the appropriate Vice President or President and inspected and certified by Facilities Operations & Maintenance maintenance shop, regardless of funding source. The Director of Facilities Operations & Maintenance or designee shall provide written certification that vehicles have been inspected.