

	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to establish a vehicle maintenance process for collegewide use to assure the safety and fuel efficiency of College vehicles.

Procedure

A. Vehicle custodians are responsible for the upkeep and condition of vehicles assigned to their area of responsibility.

- Preventive maintenance will be practiced on a daily basis. All vehicles shall receive an inspection each day before being driven only by authorized employees as defined in APM 06-1005. The inspection should include but not be limited to:

Tires	Do they need air – replacing?
Gasoline	Adequate
Oil	Adequate
Water	Adequate
Windshield clean	Wipers functional
Cleanliness	Clean inside and out

- Any deficiencies should be corrected before leaving the area.

B. When mechanical problems are detected and cannot be corrected by campus maintenance personnel, the Campus Facilities Director should be notified.

- If the vehicle can be safely driven, it is to be taken to an authorized dealer for repair. A quote must be obtained and approved before any repair can be made. If the vehicle cannot be driven the Campus Facilities Director will call an authorized dealer for repair.
- Those vehicles utilized to transport students/athletic teams accumulate high mileage which makes them likely to need frequent repairs; therefore, they should receive a thorough check before and after each trip by campus personnel.
- When something is detected that cannot be corrected by campus maintenance personnel, it will be reported to the Campus Facilities Director who will make every effort to have it put in operating order.
- The vehicle custodian shall review monthly vehicle mileage logs to validate appropriate use and mileage, and to ensure that each vehicle is operating properly. If there are any noted areas of concern such as use of fuel or other operational problems, they should report it to the Campus Facilities Director who will make every effort to resolve the issue.



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REFERENCES: F.S. 286.29, 1001.64, 1001.65

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