

MAINTENANCE & RESPONSIBILITY FOR UNIVERSITY VEHICLES

University vehicles shall be operated and serviced in a safe, efficient and environmentally sound manner. Every department that has University vehicles must designate someone in the department to be the Departmental Vehicle Coordinator. The vehicle coordinator will be the primary contact for vehicle issues including vehicle maintenance, authorized drivers and vehicle use.

At a minimum, departments that have a University vehicle shall follow the manufacturer's recommended maintenance schedule for each vehicle. If the vehicle mileage use is low, preventative maintenance is to be performed at least once per year by the University's Fleet Management vendor. The department needs to have a vehicle preventative maintenance policy listing the required maintenance activities for each type of vehicle it owns or leases. The department should also include plans for replacing vehicles when they have been in operation for 7 years. When a vehicle is due to be replaced due to age and/or mileage, departments should review the need for the vehicle and consider alternatives such as Zipcar.

All maintenance and repairs performed on University vehicles must be documented and retained for the life of the vehicle. To assist departments in meeting these requirements, the University has partnered with Enterprise Fleet Management and BTS Goodyear Service Center in Pawtucket to provide regular repairs and routine maintenance on all University vehicles.

Departments with vehicles are required to pick-up Enterprise Fleet Management Maintenance Cards from the Fleet Maintenance Manager/Purchasing Agent at Brown (863-2206). The maintenance card includes a key fob card that can be attached to the vehicle's key chain. If you have multiple sets of keys you may get multiple key fobs.

Departments are responsible for reviewing their monthly maintenance charges on the Enterprise Fleet Management website and checking that against the monthly ledger for those charges. Should there be any changes in the status of the department vehicle(s) please contact the Fleet Manager.

The Fleet Maintenance policy can be viewed at the Purchasing Department website:

<http://brown.edu/Administration/Purchasing/policies/VehicleMaintenanceProgram.html>

Safety Inspections

All University owned vehicles must have a valid motor vehicle safety inspection completed biennially with the following exceptions:

New motor vehicles not previously titled and registered are not required to be inspected for the two year period following their model year of manufacture. Specialty vehicles, such as solar cars and low-speed vehicles, do not require State of Rhode Island safety inspections.

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Vehicle Daily Care

Drivers are responsible for the day-to-day care of the vehicles they are using. Under no circumstances should a university driver operate a vehicle that may be unsafe or ignore an unsafe condition. Follow the advice listed below to maintain the vehicle in a safe, operable condition:

- **Fluids:** Make (at least) weekly checks of fluids on the vehicle and fill as necessary. Have your vehicle checked by fleet maintenance garage (BTS) if you are low on engine oil, automatic transmission fluid, power steering fluid, brake fluid, or engine coolant. In order to prevent freeze-up, **do not add plain water** to the radiator, coolant reservoir or windshield washer container.
- **Leaks:** Look on the ground under the vehicle for fluid leaks. Report any leaks immediately to the department's vehicle coordinator.
- **Tires:** Visually inspect the tires daily. Look for imbedded nails; check regularly for uneven wear and for proper air pressure. Correct air pressure is a major contributor to extended tire life. Recommended tire pressure may be found on the driver's door post or in the vehicle's owner's manual. Tire pressure gauges should be kept in the vehicle glove box.
- **Flats:** DO NOT drive the vehicle with a flat tire as it may ruin the tire and/or the rim and your department may be held responsible for the damages. Call the roadside assistance phone number which is located on the fuel use/vehicle maintenance card for assistance with flats.
- **Damage:** Check the vehicle frequently for body damage. Report any damage promptly to your department vehicle coordinator and complete an Insurance Office auto accident report form.
- **Lights:** Check exterior lights and turn signals regularly for proper operation.
- **Noises:** Be alert for unusual noises that may signal mechanical problems.
- **Gauges:** If the temperature gauge reads abnormally hot, the oil pressure gauge reads low, the red critical engine light is "on", the amber caution light (check/service engine light, power loss light or emissions light) in the late model vehicles is "on", it indicates a potential problem. Have the vehicle checked as soon as possible.
- **Visibility:** In winter months, clear snow and ice from windshield and windows to maintain clear visibility. Required by RI General Law:
<http://www.rilin.state.ri.us/Statutes/TITLE31/31-23/31-23-16.HTM>