

VEHICLES
MAINTENANCE

Effective date: 09/86
Revision date : 02/98
Review date : 08/12

Policy:

Inspect vehicles prior to daily use to ensure that vehicles are clean, safe and in good repair.

Prevailing Codes and Standards:

Physical Plant Policy

Procedure:

- I. Automotive Shop personnel to perform the following:
 - A. Daily dispatching of Physical Plant vehicles.
 - B. Perform a daily inspection on shop vehicles prior to use.
 - C. Use the Vehicle Check list to perform the inspection. Minimum inspection items are:
 1. Gasoline, engine and automatic transmission oil levels
 2. Radiator coolant level
 3. Tire condition and pressure
 4. Fan belt and radiator hose condition
 5. Head lights and tail lights function as required
 6. Turn signal, brake and backup lights function as required
 7. Windshield, door glass and side mirror are operational
 8. Interior is clean and free from debris and trash
 9. Exterior condition is recorded for later review
 - D. Add coolant and oil as needed.
 - E. Replace lamps as needed.
 - F. Report interior cleaning needs to the responsible supervisor and request that it be cleaned.
 - G. Review trip tickets and record problems in the vehicle check lists remarks section.
 - H. Turn in the checklist to the Automotive Supervisor.
- II. Automotive Supervisor will review the checklist and perform the following:
 - A. Schedule routine repair actions on reported problems.
 - B. Immediately recall any vehicle that is unsafe.
 - C. Update shop historical records as needed.
 - D. Coordinate routine repairs with the shop supervisor.
- III. After a vehicle is repaired, the Automotive supervisor will inspect it (with a vehicle checklist) prior to it's being released.

IV. Automotive Supervisor will schedule and update Preventive Maintenance on all fleet vehicles.

PHYSICAL PLANT DEPARTMENT
VEHICLE OPERATION

VEHICLE INSPECTION CHECKLIST

-
1. Name of Inspector _____
 2. LSU Vehicle Number _____
 3. Present Mileage _____
 4. Inspection Date _____
 5. Time of Inspection _____

	O.K.	Not O.K.	Action Taken
1. Motor Oil			
2. Radiator			
3. Transmission Oil			
4. Gasoline			
5. Tire Pressure			
6. Belts			
7. Radiator Hoses			
8. Lights			
9. Signal lights			
10. Windshield Wipers			
11. Glass			
12. Mirrors			
13. Power Steering			

REMARKS:

PHYSICAL PLANT MOTOR POOL TRIP SHEET

1. Vehicle No.: _____ 2. Date: _____
3. Driver's Name: _____
4. Driver's License No.: _____
5. Shop Dispatched From: _____
6. Foreman's Name: _____
7. Shop Phone No.: _____
8. Job Work Order No.: _____
9. Destination: _____
10. Mileage: _____ Out _____ In
11. Length of Time Vehicle is Needed: _____ Hours _____ Minutes
12. Time: _____ Out _____ In

13.

Vehicle Condition:	Before	After
Outside		
Inside		

14. Comments on any mechanical problem(s) experienced during vehicle operation:
