Delaware State University

University Area(s) Responsible: Office of Finance and Administration; University Operations Department; Office of Fleet Services

Procedure Number & Name: 9-02: Scheduled Service Procedures

Approval Date: 7/11/11

Revisions: _____________________________

Related Policies & Procedures: _____________________________

I. PURPOSE
   To provide guidance for the accomplishment of providing service to all University-Owned Motor Vehicles and Equipment.

II. SCOPE
   This procedure applies to all University owned motor vehicles and equipment and to all personnel involved in motor vehicle operation and maintenance. It also includes information relevant to the performance of services for external customers.
III. POLICY
All vehicles and equipment owned and operated by Delaware State University will undergo periodic scheduled preventive maintenance services as recommended by their respective manufacturers. Historical operational and service documents will be maintained by The Office of Fleet Services. Scheduling and inspection, (quality control), of services will be performed by the Office of Fleet Services as well.

IV. PROCEDURES
A. Fleet Services will notify the departments having assigned vehicles that service is due. Upon notification, that department will receive the following information:
   1. Type of service.
   2. Date of service.
   3. Where and when to report with vehicle.
   4. Any special instructions pertaining to the service.

B. All vehicles reporting for service will be cleaned, inside and out by the Department they belong to, prior to reporting for that service.

V. PERFORMANCE OF SERVICES
A. DSU Unit Assigned vehicles will be serviced in accordance with the following standards:
   1. Vehicle & Tags inspection.
   2. Engine oil and filter change.
   3. Lubrication.
   4. Top-off of fluids.
   5. Tire tread and pressure check.
   7. Glass inspection.
   8. Overall vehicle body inspection.
   9. Horn test.
  10. Lights check.
  12. Road test.