

# Vehicle Service Requirements

FIN-INS-04



## About This Policy

Effective Date:

12-01-2010

Last Updated:

10-22-2010

Responsible University Office:

Office of Insurance, Loss Control &amp; Claims

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

Larry Stephens

Director, INLOCC

[stephenl@iu.edu](mailto:stephenl@iu.edu)

## Scope

## Policy Statement

## Reason For Policy

## Procedure

## Definitions

## Sanctions

## Additional Contacts

## History

[Back to top](#) ↗

## Scope

All campuses, all departments using vehicles leased to or owned by the University.

[Back to top](#) ↗

## Policy Statement

Users of vehicles leased to or owned by the University shall provide preventative maintenance, inspections and repair services for vehicles in their possession as described in the procedures herein.

[Back to top](#) ↗

## Reason For Policy

All vehicles and equipment require regular mechanical service to ensure safe operation and to extend their useful life. Failure to follow the procedures herein will result in a shortened useful life of our vehicles and may lead to the operation of unsafe vehicles.

[Back to top](#) ↗

## Procedure

The IUB Motor Pool or its "approved alternate" (Category 2) will provide preventative maintenance, inspection, and repair services and maintain appropriate records that the required services have been performed. In the event a campus prefers to have the same preventative services provided locally, the Motor Pool or its approved alternate will approve the service facility and maintain preventative maintenance service records.

**Category 1 – Vehicles Leased or owned by IU and located on Bloomington Campus.**

- All vehicles will be serviced by the IUB Motor Pool in compliance with its regular Preventative Maintenance program as described below.
- All vehicles refueling in Monroe County will fuel at the Motor Pool's location on Range Road. Fueling is available 24 hours a day, seven days a week.
- The Motor Pool will contact each department and schedule preventative maintenance when it becomes due.
- The Motor Pool maintains a contact list for all vehicles, but it is the department head's responsibility for ensuring the required services are completed.
- All vehicles will be serviced in compliance with the service standard identified by the IUB Motor Pool.

**Category 2 – Vehicles Leased or owned by IU and assigned to the IUPUI Campus.**

- All vehicles will be serviced at a facility(ies) approved by CFS in compliance with the regular Preventative Maintenance program as described below.
- CFS-Managed vehicles: CFS shall ensure that preventative maintenance is performed when it becomes due.
- Other vehicles: The person responsible for management of the vehicle shall ensure that preventative maintenance is performed when it comes due. The campus administration shall audit all vehicles annually to ensure compliance.
  - The department shall forward to IUB Motor Pool "meter readings" for their vehicles on or about January 1 and July 1 each year.
- All vehicles will be serviced in compliance with the service standard identified by the IUB Motor Pool as the minimum standard.
- CFS-Managed vehicles: CFS will forward an annual report to IUB Motor Pool and the Office of Insurance, Loss Control & Claims that includes:
  - Vehicle number (IU number)
  - Vehicle year, make and model
  - VIN
  - Mileage

Other vehicles: The campus administration will forward an annual report to IUB Motor Pool and the Office of Insurance, Loss Control & Claims that includes:

- Vehicle number (IU number)
- Vehicle year, make and model
- VIN

If a new vehicle is purchased or leased (or sold or returned) it shall be reported to IUB Motor Pool and the Office of Insurance, Loss Control & Claims within 30 days:

- Vehicle number (IU number)
  - License number
  - Vehicle year, make and model
  - VIN
  - Leased or purchased
- The purchasing arrangement for fuel will be the responsibility of IUPUI campus administration.

**Category 3 – All other vehicles leased or owned by IU and located away from the Bloomington Campus.** (This excludes vehicles located at and maintained on the IUB campus and vehicles on the IUPUI campus.)

- All vehicles will be serviced by the Authorized Dealer or Repair Facility approved by the IUB Motor Pool in compliance (at a minimum) with IUB Motor Pool's regular Preventative Maintenance program and with the service standard identified by the IUB Motor Pool as the *minimum* standard. The IUB Motor Pool garage is available for use as practical or when vehicles might be in Bloomington.
- The campus will report current "meter readings" at least once each month for all vehicles and/or equipment units that do not obtain fuel through use of a Motor Pool issued credit card.
- The Motor Pool will issue credit cards for purchase of fuel at local fueling stations.
- The IUB Motor Pool will contact each department as preventative maintenance becomes due and allow sufficient time to schedule the required service. The campus will forward a copy of the work order from the repair facility to the IUB Motor Pool to become part of the vehicle's service record.
- The Motor Pool maintains a contact list for all vehicles, but it is the department head's responsibility for ensuring the required services are completed.
- If lease agreements are arranged where the leasing company is responsible for vehicle service (preventative maintenance and repairs), the IUB Motor Pool service standards are to be maintained including the Motor Pool's responsibility to maintain the official service record for the University.
- If a new vehicle is purchased or leased (or sold or returned) it shall be reported to IUB Motor Pool and the Office of Insurance, Loss Control & Claims within 30 days:
  - Vehicle number (IU number)
  - License number

- Vehicle year, make and model
- VIN
- Leased or purchased

**SERVICE REQUIREMENTS**

**REPAIR SERVICES**

- In the event an operator or any other person becomes aware of a need for service or maintenance (e.g., a warning light on the dash or some malfunction) the vehicle will be taken to the regular service point as soon as possible.
- If the operator is away from their home location, the operator will take the vehicle to the nearest Authorized Dealer facility.
- If estimated repairs are minor (less than \$250) a copy of a bill with an explanation of the problem will be sent to the IUB Motor Pool. (Categories 1 and 3)
- If a major problem has developed, the IUB Motor Pool (Categories 1 and 3) or IUPUI Campus Facility Services (Category 2, CFS-Managed vehicles) shall be contacted before repairs are undertaken.
  - If it is an IUPUI vehicle not managed by CFS, approval of repairs rests with the department head. IUB Motor Pool is available for consultation.
- In either case, the IUB Motor Pool (Categories 1 and 3), IUPUI Campus Facility Services (Category 2, CFS-Managed vehicles) or the department head (Category 2, non-CFS-managed vehicles) shall approve the finished work and provide settlement for the repair bill.

1. maintain vehicles which are safe to operate,
2. to extend vehicle life,
3. to reduce overall operating costs by discovering service issues before they become more expensive repairs, and
4. to satisfy the annual inspection requirement from the Office of Insurance, Loss Control and Claims.

**PREVENTATIVE MAINTENANCE SERVICES**

The goal of our Preventative Maintenance program is to:

The frequency of preventative maintenance is a function of how the vehicle is used and is based on time and/or mileage. There are basically two types of use in our fleet: "campus" vehicles which are low mileage use and "over the road" vehicles which are higher mileage use. The IUB Motor Pool Service Garage tries to identify and place a vehicle in one of these categories when assigning a preventative maintenance plan for the vehicle. Refer to the following details:

Low Mileage "Campus" Vehicles	Higher Mileage "Over the Road" Vehicles
<i>PM-B @ 270 days or 3,000 miles</i> whichever occurs first, which includes: Lube oil and filter  Air Filter as Needed  Brake Inspection  Rotate and balance tires  Test drive  78 Point Inspection Checklist	<i>PM-B @ 270 or 6,000 miles</i> whichever occurs first, which includes: Lube oil and filter  Air Filter as Needed  Brake Inspection  Rotate and balance tires  Test drive  78 Point Inspection Checklist
<i>PM-C @ 1080 days or 30,000 miles</i> whichever occurs first, which includes: All items on a PM-B  Transmission flush and fill  Fuel Filter	<i>PM-C @ 1080 days or 40,000 miles</i> whichever occurs first, which includes: All items on a PM-B  Transmission flush and fill  Fuel Filter
<i>PM-D @ 30 days</i> which includes: Lubrication of Packer body	<i>PM-A @ 90 days or 6,000 miles (Police Sedans and SUV in daily rental pool)</i> whichever occurs first, which includes: Lube oil and filter

Air Filter as Needed

Point Inspection Checklist

**VEHICLES 10 YEARS OLD AND OLDER**

Any vehicle in service for 10 years shall, within six months of its tenth anniversary, undergo an additional inspection as defined by IUB Motor Pool. The inspection requirements may differ depending on the type of vehicle and its use. The inspection will be repeated every twelve months.

Other preventative maintenance programs may be established as needed for specialty vehicles.

If the inspection is not performed by IUB Motor Pool, a copy of the inspection report shall be forwarded to IUB Motor Pool. This applies to all vehicles, all campuses.

[Back to top ↗](#)**Definitions**

**Approved Alternate:** IUPUI Campus Facility Services for Category 2 vehicles.

**Meter reading:** Mileage for those vehicles tracked by mileage and hours for those pieces of equipment tracked by hours.

**Authorized Dealer:** Any local vehicle dealer selling the same make of vehicle as the one needing service or repair unless otherwise advised by Motor Pool.

**Repair Facility:** Any vehicle repair facility approved by Motor Pool. Contact Motor Pool for the approval process.


[Back to top ↗](#)**Sanctions**

Any department failing to meet the standards established by this policy shall receive a letter of non-compliance from the Motor Pool copied to their relevant Responsible University Administrator. Further failure to meet these standards shall result in termination of use of University leased or owned vehicles.

[Back to top ↗](#)**Additional Contacts**

Subject	Contact	Phone	Email
Motor Pool Operations	Amanda Wilson	812-855-3301	<a href="mailto:amawilso@indiana.edu">amawilso@indiana.edu</a>
IUPUI	Brady McManama	317-274-4637	<a href="mailto:bmcmanam@iupui.edu">bmcmanam@iupui.edu</a>
CFS-Managed Other	Camille Broeker	317-278-2269	<a href="mailto:cbroeker@iupui.edu">cbroeker@iupui.edu</a>
IUE	Daniel Dooley	765-973-8348	<a href="mailto:dadooley@iue.edu">dadooley@iue.edu</a>
IUK	Philemon Yebei	765-455-9291	<a href="mailto:pyebei@iuk.edu">pyebei@iuk.edu</a>
IUN	Edward Davies	219-980-6505	<a href="mailto:eddavies@iun.edu">eddavies@iun.edu</a>
	Otto Jefimenko	219-981-4291	<a href="mailto:ojefimen@iun.edu">ojefimen@iun.edu</a>

IUSB	Michael Prater	575-520-4319	<a href="mailto:maprater@iusb.edu">maprater@iusb.edu</a>
IUS	Jim Wolfe	812-941-2330	<a href="mailto:jaewolfe@ius.edu">jaewolfe@ius.edu</a>
IUC	Lymon Gregory	812-348-7314	<a href="mailto:lygregor@iupuc.edu">lygregor@iupuc.edu</a>

[Back to top](#) 

## History

This policy defines and centralizes responsibility for oversight of the inspection, repair and maintenance of university vehicles, whether owned or leased.