



## Delaware State University

**University Area(s) Responsible:** Office of Fleet Services

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

**Approval Date:** 02/29/2016

**Next Review Date:** 03/01/18

### 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 be subject to 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. When and where to report with the assigned 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.
- 6) Exhaust inspection.
- 7) Glass inspection.
- 8) Overall vehicle body inspection.
- 9) Horn test.
- 10) Lights check.
- 11) Brake inspection.
- 12) Road test.