

Policies and Procedures Handbook

Illinois Institute of Technology

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Subject: IIT Vehicle Maintenance Program

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I. Responsibility

IIT vehicles, including, but not limited to, cars, vans, trucks, lifts, backhoes, sweepers and tractors, are required to be serviced and maintained by the Department of Facilities ("Department") in accordance with this policy. The Department may contract for all or part of the services and maintenance required hereunder. The Associate Vice President for Facilities, Real Estate and Construction has primary responsibility for implementing this policy, but he or she may delegate this responsibility to one of his or her directors.

II. Inspections

Every IIT-owned or leased vehicle must undergo an annual inspection by the Department. The annual vehicle inspection should focus on areas of the vehicle that directly affect its safe operation, including steering, tires, brakes, glass, lights, transmission, coolant system, emissions system and horn. The inspector will provide a written, signed report of the areas, equipment and items inspected, including the date of the inspection, name of the inspector, vehicle make, model and identification number, mileage and notations of operating deficiencies. If no operating deficiencies are detected, the vehicle will be deemed to have passed the inspection and may be returned to normal usage; otherwise, correction of any operating deficiency must be completed before the vehicle may return to use. After correction of deficiencies, the vehicle should be re-inspected, as appropriate, before returning to normal usage.

III. Preventive Maintenance

Preventive maintenance is obtained at minimum cost to ensure the maximum utilization of vehicles. To that end, the Department will ensure that preventive maintenance is performed on every vehicle. Preventive maintenance includes complying with manufacturer's service recommendations, using recommended types of gasoline, maintaining proper fluid levels (such as oil, antifreeze coolant, brake and transmission), ensuring proper tire pressure, working signals, lights (including headlamps, turn-signal lights, tail lights, and brake lights) and brakes.

IV. Recordkeeping

A specific file should be maintained for each vehicle, containing all annual inspections reports; evidence that any deficiencies were corrected and the party that performed such work; a log indicating the date and a description of all preventative maintenance and the individual who performed the maintenance; and other information related to the vehicle.