

UNIVERSITY OF KENTUCKY
College of Agriculture, Food and Environment
VEHICLE & EQUIPMENT MAINTENANCE POLICY

PURPOSE

The College has a responsibility to assure that all equipment and vehicles owned and utilized throughout the College are dependable, properly maintained, and safe to operate. Fleet Service is charged by the Dean with oversight of all vehicles, with the additional directive to provide excellent service to users.

POLICY

This policy sets forth the vehicle and equipment maintenance policy for the College of Agriculture, Food and Environment including all outlying properties and Research Centers. To insure that all vehicles and equipment are operating in a safe and orderly manner, all mechanical repairs and periodic maintenance shall be performed through Facilities Management Fleet Services. Inclusive in this policy are all licensed vehicles, trailers, and motorized equipment. College employees outside of Fleet Services are not permitted to perform mechanical repairs and maintenance on vehicles and equipment other than work defined as “Daily Service Inspection” below.

EXCEPTIONS

Experienced mechanics who are not in Fleet Services (defined below) may perform routine service and maintenance on tractors, mowers, ATV’s, UTV’s, and all farm equipment either owned, leased, or under loan from Federal Excess Property. All repairs performed by experienced mechanics on vehicles, tractors and equipment with a FASTER Fleet number shall be entered into FASTER by the mechanic or designated person in order to document a historical maintenance record. Any repairs outside of the definition of routine service and maintenance shall be performed by the Fleet Service Center.

Equipment and trailers designed and fabricated by qualified engineering professionals, or by students or staff under the supervision of a qualified engineering professional, for the purpose of research and experimental use, or student design competitions, are exempt from the Vehicle and Equipment Maintenance Policy. However, fabricated trailers and equipment driven on public highways shall be titled and, licensed and will undergo an annual safety inspection.

DEFINITIONS

Licensed Vehicle – Any vehicle that has a Vehicle Identification Number (VIN) and carries an official license plate issued by the Commonwealth of Kentucky or any other state.

Trailer – Towed vehicle to be used on or off public roadways to transport equipment or freight. Can be either licensed or unlicensed. Trailers pulled on public roadways must be licensed and meet DOT requirements for brakes and have lights.

Licensed Trailer – All trailers with a VIN and pulled on a public roadway.

Qualified Mechanic – An employee of the University of Kentucky whose job description is titled “mechanic” and has job responsibilities requiring mechanic duties greater than 50% of their time.

Mechanic Helper – An employee that works under the supervision of an experienced mechanic.

Certified ASE Mechanic – An employee who is certified under the guidelines of the National Institute for Automotive Service Excellence.

Fleet Number – A specific vehicle/equipment identifying number assigned by Fleet Services to track vehicle service history and historical maintenance costs.

FASTER – Fleet management system utilized by Fleet Services and the University Motor Pool.

Routine Service, Maintenance, and Repairs – Oil, filter changes, lubrication, tire pressure, fluid checks and fluid addition per manufacturer recommendations, multipoint safety inspection and emergency field repairs.

Annual Safety Inspection - Yearly multi-point safety inspection of all licensed vehicles, trailers, tractors and motorized equipment insuring they meet all Kentucky Department of Transportation requirements.

Daily Service Inspection – Daily inspection by all operators of equipment systems including checking tire inflation pressure, all fluid levels and adding correct fluid per manufacturers recommendations if necessary, lubrication of all grease fittings, inspection and cleaning (but not replacement) of air conditioner coils, air filters, pre-filters, and radiators.

Qualified Engineering Professional - A degreed engineer that is a University of Kentucky employee or a Per Diem contracted engineer.

Experimental Equipment – Equipment that is fabricated for the sole purpose of aiding or producing research and meets all OSHA requirements for operator and public safety.

PROCEDURES

Service requests shall be directed as follows:

- Contact the appropriate service advisor at Farm Service Center, Quicksand, or Princeton.
- Complete a work order form;
 - Electronic forms available at facilities management website, www.ca.uky/fm/forms.php
 - Blank work order forms available at each shop location.
 - Contact by phone.

Work orders or phone contact for service, are to be sent as follows:

- Vehicles & equipment located in Lexington and Little Research Center are to request services at the Farm Service Center, Maine Chance Farm, **(859) 254-1434, Ext. 253.**
- Vehicles & equipment located at Quicksand are to request services at the Quicksand shop, **(859) 257-9511, Ext. 221.**
- Vehicles & equipment located at Western KY. are to request services at the Princeton shop, **(270) 601-1640.**
- Vehicles & equipment located at 4H Camps (with the exception of Dawson Springs) are to request services at the Farm Service Center, Maine Chance Farm, **(859) 254-1434, Ext. 253**
- Vehicles & equipment located at Dawson Springs are to request services at the Princeton shop, **(270) 601-1640.**
- Any extension vehicles will request services at the Farm Service Center, Maine Chance Farm, **(859) 254-1434, Ext. 253.**
- Leased farm tractors and implements are to be serviced at their respective shop.
- In cases where vehicles and equipment are located in an area where it is not feasible to have services performed at a Fleet Services location, Fleet Services will work through a qualified local repair shop in that area to have these repairs performed. A work order must be submitted to the Service Center location and charges billed through the normal billing process.
- Any repairs or services performed in any method other than stated above will be considered unauthorized and a breach of the CAFE's Vehicle and Equipment Maintenance Policy.

RE-CHARGE

- **LABOR** - All services performed at any of the fleet services shop locations will be billed at the subsidized labor rate.
- **Parts** – All parts will be processed through Fleet Services billing system. Parts will be purchased using Fleet Services cost center and charged out through the normal billing process.
- **Preventative Maintenance** – All preventative maintenance services performed at any of the fleet services shop locations will be billed at the subsidized labor rate.

VEHICLE AND EQUIPMENT SAFETY

If any vehicle or piece of equipment is found to be unsafe to operate or unsafe to travel on public roads, the Fleet Superintendent, Fleet Services, will order the vehicle or equipment out of service until the necessary repairs are performed by a certified mechanic in Fleet Services.

If any vehicle or towed vehicle combination is found to be operated by an employee that is not experienced or qualified to drive or operate the vehicle, the Fleet Superintendent, Fleet Services, shall notify the driver's supervisor or department chair and require that the driver attend the appropriate driver training for that vehicle, and the driver shall not operate the vehicle until they are properly trained.

MODIFICATIONS

Any modifications to vehicles, trailers, and equipment, other than that defined as "experimental equipment" or "student design competition equipment/vehicles" shall be approved by the Fleet Superintendent, Fleet Services. Modifications performed otherwise shall place that unit in an "out of service" status until the unit is determined as safe to operate.

FEP ACQUISITIONS

All vehicles and equipment acquired through Federal Excess Personal Property Program shall be inspected by a Certified Mechanic prior to being put into permanent service or temporary "trial" service. After a short reliability test period, and the equipment is found to be sound mechanically, Fleet Services shall inspect vehicle or equipment and develop a best estimate of repair costs to the department or unit if any repairs are needed.

NOTES

- Vehicles and equipment located at remote locations such as 4H camps may be serviced at a local repair facility depending on the type of services required. Arrangements for these services will be organized by Fleet Services. Payments will be made by Fleet Services and recharged through the work order system. Work performed by local repair facilities must be communicated to the Farm Service Center and documented in the FASTER system.
- All purchased parts at remote locations must be recorded in the FASTER system.