

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: MAINTENANCE OF COLLEGE VEHICLES	Page: 14.06.01
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General

The preventive maintenance program objective is to promote maintenance at scheduled intervals to ensure vehicle safety and minimize repairs.

Provide preventive maintenance for all college-owned or leased vehicles. All departments responsible for college-owned vehicles or leased vehicles are governed by this procedure.

Authority

Vice President for Business and Finance
Director of Plant and Maintenance

Responsibility

Director of Plant and Maintenance
Associate Director of Plant and Maintenance
Responsible Department Head
Automotive Mechanic

Procedure

1. College vehicles are included in the Plant and Maintenance Department's computerized maintenance system for routine preventive maintenance service and repairs.
2. At predetermined dates, vehicles are required to be serviced.
3. All departments shall be contacted by the Plant and Maintenance Department to deliver their vehicles to the Plant and Maintenance garage for service within 48 hours of notification.
4. Failure to provide vehicles for service will require the Director of Plant and Maintenance to contact those delinquent department heads.
5. Failure to have vehicle service may result in additional repair costs.
6. Labor for routine maintenance service is provided by the Plant and Maintenance Department.
7. All parts, materials, and supplies required for maintenance of college vehicles will be provided by Plant and Maintenance and charged back to the responsible departments.
8. The automotive mechanic has the authority to remove any vehicles from service he/she deems to have a safety issue.