

## OUTDOOR RECREATION – VEHICLE MAINTENANCE

**Purpose:** The purpose of this document is to outline the procedure for servicing and maintaining the Recreational Sports department's fleet of five (5) trip vehicles and two (2) departmental vehicles.

**Scope:** While this procedure primarily affects the Outdoor Recreation staff (as the primary drivers of the trip vehicles), nearly all departmental professional staff and graduate assistants have access to the department fleet and should be aware of the maintenance routine for the department vehicles.

### Procedure:

- I. VEHICLE INFORMATION
  - a. The five (5) trip vehicles are 12-passenger vans. The vehicles are:
    - i. 94235 (2002 Ford E350)
    - ii. 94309 (2003 Ford E350)
    - iii. 94310 (2003 Ford E350)
    - iv. 96054 (2020 Ford Transit Wagon)
    - v. 94602 (2005 Ford E350)
  - b. The two (2) departmental vehicles are:
    - i. 95924 (Dodge mini van)
    - ii. 95525 (2015 Ford F150 truck)
  - c. Each trip vehicle has a corresponding van packet that contains procedural information, a fuel card, and emergency contact information for incidents or accidents that may occur away from the UGA/Athens area
- II. WEEKLY MAINTENANCE
  - a. The Outdoor Recreation student managers or graduate assistant are responsible for the weekly upkeep of the trip and departmental vehicles. Weekly responsibilities include:
    - i. Confirming that each vehicle is properly fueled
      1. To fuel, vehicles should be taken to the campus fuel station located at the UGA Automotive Center ("Fleet Services"), located at 205 Riverbend Road.
      2. Follow the WEX fuel card steps, outlined at <https://vehicle.fmd.uga.edu/Help.aspx>
      3. All fuel receipts need to be submitted to the Recreational Sports Business Manager
      4. Submitted fuel receipts should have the staff's fuel ID number and name written on the receipt
    - ii. Ensuring that each vehicle is clean

1. The vehicle's exterior may be cleaned at the UGA Automotive Center
  2. The UGA Outdoor Recreation program student manager station contains additional cleaning supplies (i.e. RainX, Armor All, tire cleaner, Tuff Stuff) as needed
  3. The Master Trip Control Form is located on the "Shared Drive: Outdoor Recreation: UGA Vehicles"
- iii. Checking google doc vehicle logs for issues or comments
1. Each time a vehicle is driven, the driver must fill out on the google doc the day, destination, ending mileage, and any issues associated with the vehicle
- III. MONTHLY MAINTENANCE
- a. The student managers or graduate assistant are responsible for updating the electronic "Vehicle Income/Maintenance Report" each month, located on the "Shared Drive: Outdoor Recreation: UGA Vehicles"
  - b. Staff can find additional information on vehicles (including a service record) from the Facilities and Maintenance Division (FMD) "Vehicle Information Lookup" page, located at <https://vehicle.fmd.uga.edu/LookupInfo.aspx>
- IV. SEMESTERLY MAINTENANCE
- a. At the beginning of each fall and spring semester (or approximately 180 days), every vehicle should be brought to the UGA Automotive Center for routine maintenance, which generally includes an oil change and tire rotation
  - b. Some vehicles may require these standard services prior to 180 days; refer to the vehicle mileage logs to determine if a vehicle is nearing 3,000 miles since its last date of service
  - c. During the 180 day check, vehicles may also undergo additional service, such as tire replacement, realignment, and other general repairs
    - i. The student managers or graduate assistant should get "additional services" (beyond a standard oil change and tire rotation) approved by either the Assistant Director for Outdoor Recreation or the Associate Director for Programs before giving the UGA Automotive Center permission to service the vehicles

**All questions or concerns pertaining to vehicle maintenance should be directed to the Assistant Director for Outdoor Recreation.**