

INSTITUTIONAL DIRECTIVE 4-6

September 11, 2006

Title: Vehicle Maintenance

I. Purpose

This directive establishes institutional policy for the maintenance of college vehicles.

II. Policy

It is the policy of Piedmont Technical College to perform preventive and corrective maintenance on all college vehicles to insure long life of vehicles and safety to occupants.

III. Responsibilities

Overall responsibility for the effective maintenance of the vehicle fleet rests with the Director of Physical Plant. Specific responsibility for the day to day implementation and management of this program rests with the Supervisor.

IV. Procedures for Maintenance Services

A. Each vehicle will be scheduled for maintenance one day a month and will be test driven to insure that all systems function correctly and properly. The process will be conducted using the inspection checklist generated by the work order system. (Attachments 1A and 1B) and forwarded to the Work Order Coordinator. The work order system will maintain the information for all costs (maintenance technician's labor cost, materials, service, etc.). Upon request, reports can be generated for each vehicle for cost analysis.

B. Cost Accounting

The Work Order Coordinator will maintain accurate records of all monies spent on college vehicles to include current labor charge. Each month a Vehicle Report showing a summary of mileage charges and parts (where applicable) by account numbers will be generated. This report is forwarded to the Finance Office for charge outs to the departments listed on the form.

C. Driver Reported Malfunctions

Responsive corrective action will be taken on all vehicle malfunctions/breakdowns or problems reported by operators. Each employee authorized to operate a college vehicle has the responsibility to report noted deficiencies to the Work Order Coordinator.

V. Each vehicle will have a "PTC Vehicle Trouble Guide" in the glove compartment. Detailed information will be explained addressing subjects like:

A. Mechanical Failure and Accidents

B. Accident Reporting (which includes insurance information - see Attachment 2)

Office of Responsibility: Senior Vice President

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Approved for Publication

Date

P.T.C. VEHICLE TROUBLE GUIDE

Mechanical Failures and Accidents

A. Mechanical Failure

1. All mechanical failures will be reported to the Director of Physical Plant. When travelers are out of the immediate area, collect calls for assistance can be made to (864) 941-8000. Often problems can be solved by discussing symptoms of failure and making on-the-spot adjustments. When possible, maintenance will send assistance to the location to repair the vehicle on the spot.
2. There will be instances when the operator cannot discuss the problem with Maintenance and must make on-the-spot decisions; in this case, reasonable expenditures can be made to resolve the immediate problem. Prior to extensive work (\$ 100 or over) the Director of Physical Plant (864-941-8331 cell: 993-8324) must approve authorization.

B. Accident Reporting

1. The importance of accident prevention cannot be overemphasized. In most cases, a vehicle accident results from carelessness, negligence, error, ignorance, sudden illness or because an individual does not exercise proper precautions. Seldom is an accident the result of vehicle mechanical failure.
2. Whenever an accident involving a PTC owned or operated motor vehicle occurs, the following reports must be made by the driver involved
 - a. In every event, a driver of a state-owned vehicle in property damage injury or death shall, by the quickest means of communication available, give notice of such accident to a municipality or to the South Carolina Highway Patrol.
 - b. Immediately notify Director of Physical Plant, at (864-941-8331 cell 993-8324) for all accidents. Director of Physical Plant will notify the college's insurance company. An accident report must be completed and filed with Piedmont Tech's Public Safety Director by the driver involved.
 - c. The driver of any vehicle involved in an accident so described shall give his name, address and the registration number of the vehicle he is driving and shall upon request, be available to exhibit his driver's license. He shall also provide the name, address and policy number of the insurance company, and shall render to any person injured, reasonable assistance including making arrangements for the care of such persons.
 - d. Any such driver involved in an accident resulting in damages to fixtures legally placed upon or adjacent to a highway shall take reasonable steps to locate and notify the owner or person in charge of property.
 - e. Any such driver involved in a collision with an unattended vehicle shall immediately stop and either locate and notify the operator/owner or leave in a conspicuous place on the struck vehicle a written notice giving the name and address of the driver and of the owner of the vehicle doing the striking with a short statement of the circumstances.
 - f. Any driver involved in such an accident shall, in addition to these provisions, comply with all other requirements of written reports of accidents.

- g. Insurance Information Card and copy of State Registration is in the glove box of each vehicle.

C. Additional Information

Should you encounter difficulties with the vehicle while on the trip, if all possible, call the nearest dealer of the type of vehicle you are driving and ask if the dealer will charge to Piedmont Technical College for services rendered before authorizing him to ready the problem (not to exceed \$100).

If the problem seems small and your are near a reputable service station, let them make only necessary repairs, also using the credit card (not to exceed \$100).

If after receiving an estimate of repairs and your are in doubt as to what you should do, contact Director of Physical Plant at (864-941-8331 cell 993-8324).

Piedmont Tech's vehicles are constantly on trips and therefore cannot always checked for mechanical problems before they are used again. Should you at any time have difficulty with the college vehicles or find something that needs attention, please notify the Work Order Coordinator at ext. 8335. Thank you for your cooperation.

In case of an accident while on a trip, obtain all available information such as names of people involved, date, time, location of accident and witnesses.

After returning to Piedmont Tech, contact Director of Physical Plant at (864-941-8331) to prepare necessary papers and reports.