

Guidance Note, GN026

## VEHICLE MAINTENANCE

Vehicles which are owned, leased or rented by the University must be properly maintained. As vehicles will often have several different drivers, it is important to ensure that there are robust arrangements for ensuring that maintenance is carried out. Key elements of a vehicle maintenance programme are:

- 1) Identifying responsible persons who must ensure that vehicles are maintained;
- 2) Daily vehicle checks;
- 3) Weekly vehicle checks;
- 4) Servicing in accordance with the manufacturer's recommendations;
- 5) MOT inspections;
- 6) In addition, for minibuses, regular safety checks;
- 7) Keeping records to demonstrate that maintenance has been carried out.

### 1) **Responsible persons**

A named individual should be appointed as responsible for each vehicle to ensure that all the elements of the maintenance programme are carried out.

### 2) **Daily vehicle checks**

A certain level of basic preventative vehicle maintenance should be carried out every day. A [sample checklist](#) for daily checks can be adapted by Schools/Support Services to suit their own needs. These checks could be carried out by the first person to drive a vehicle each day.

### 3) **Weekly vehicle checks**

In addition to the daily checks, more detailed weekly checks should be carried out. This is particularly important where there are many different drivers. The weekly checks will include all the daily checks along with other items. A [sample checklist](#) for weekly checks can be adapted by Schools/Support Services to suit their own needs. These checks should be carried out by a member of staff who has demonstrated that he/she is competent to undertake the checks.

### 4) **Servicing in accordance with the manufacturer's recommendations**

Vehicles must be serviced on a time or mileage basis both to ensure the safety of the vehicle and to maintain any warranty on the vehicle.

### 5) **MOT inspections**

Vehicles must undergo MOT inspections at the intervals prescribed given the age and type of the vehicle

### 6) **Regular safety checks - minibuses**

These are checks which are recommended for minibuses and which would be carried out by a competent vehicle mechanic. While not a legal requirement, it is good practice to have these checks carried out at intervals of every 8-10 weeks.

**7) Records**

Records should be kept to demonstrate that all required maintenance has been carried out. Records of daily checks should be kept in the vehicle so that a driver can see whether that day's check has already been carried out or whether he/she is the first driver of the day and must carry out the daily check.