Vehicle Preventive Maintenance (PM) Guidelines

The University of Alabama's vehicle fleet is managed centrally by Fleet Management. The role of Fleet Management is to ensure that University vehicles are purchased and maintained to promote safety, efficiency, and stewardship of University resources. In addition, vehicles are assigned to various departments to provide transportation for University employees in the performance of their duties in the most effective, efficient, and safest way possible. The University of Alabama Vehicle Policy, which governs this guideline, may be found at https://ua-public.policystat.com/policy/16847265/latest/

Preventive Maintenance (PM)

A strong preventive maintenance program effectively reduces overall maintenance costs by decreasing the number of road calls, vehicle downtime, and the high cost of unpredictable repairs caused by reactive maintenance. The PM philosophy is based on the concepts of conservation and using assets wisely.

Only UA Fleet Management or the Associate Director of Automotive Services has the authority to adjust the PM schedule for each vehicle. Preventive maintenance ensures that vehicles are inspected, repaired, and maintained in a way that helps avoid defects before additional costs and/or accidents can occur. Meeting timely PM schedules allows Automotive Services technicians to repair items that are at or approaching an established cut-off point. UA automotive technicians regularly inspect vehicles and make repairs to keep them productive. PM service also provides an opportunity for safety components to be checked.

Vehicle Preventive Maintenance (PM) Service Intervals

Standard intervals; idle hours are defined as 33 miles = 1 idle hour.

- Sedans/Light Trucks: every 5 months, 5,000 miles, or 150 idle hours, whichever occurs first
- Severe Duty Vehicles (UAPD, Security Resources, large trucks, etc.): every 3 months, 3,300 miles, or 100 idle hours, whichever occurs first

These are standard service intervals. Based on actual usage, particularly higher mileage or higher engine idle hours, Automotive Services or Fleet Management may increase the frequency of these services as needed to properly maintain the vehicle.

For leased vehicles, two complimentary PM services per year are included in the monthly lease. Additional PM services required by excessive use, such as high idle hours or high mileage, will be charged to the using department. Severe-duty vehicles on a 3-month interval typically need about four PM services a year; the two services beyond the complimentary PMs are charged to the department.

Scheduling PM Services

Automotive Services will email the department a reminder 4 to 6 weeks before each PM service is due. Please reply to the email with the dates and times the vehicle will be available for service. Advance scheduling helps departments plan around their vehicle needs, and it helps Automotive Services have parts and supplies on hand and avoid overbooking the shop. Free concierge pickup and return is available on request at (205) 348-4806.

Each PM Service Includes

- Oil and filter change
- 30-point inspection
- Tire rotation
- Wiper blades (once per year)
- Top-off of vehicle fluids: windshield washer fluid, engine coolant, transmission fluid, and power steering fluid

Past Due PM Services

Departments that do not have the necessary repairs and/or PM services completed take the risk of their vehicle being unavailable when it is needed. A PM service more than 30 days past its due date is considered past due and is reported to Fleet Management. Failure to follow the Vehicle Policy and/or these PM guidelines and deliver the vehicle for required maintenance in a timely manner is considered improper management of University resources, as referenced in The University's "Ethics in Eight" module, and may result in revocation of the department's and/or individual's privileges to use University vehicles.