PURPOSE

This University of Nevada, Reno Facilities Services Department Standard Operating Procedure (SOP) provides guidelines to the Grounds Services personnel for the inspection of vehicles before and after each usage.

GENERAL

A vehicle inspection is required prior to use each day. A light vehicle daily inspection sheet must be filled out before use. Only the first operator needs to fill out the inspection sheet unless subsequent operators during the day find any issues that need to be noted (see Appendix to SOP001). Missing, broken or otherwise non-operational items have the potential to cause an accident or injury. Report any damage immediately to a supervisor.

PROCEDURE

Inspection of Overall Outside Condition

1. Walk up to the vehicle looking for any pooled fluids indicating a leak;
2. Turn on lights, walk around the vehicle checking for broken head and tail lights and covers, cracked glass and mirrors and missing items;
3. Walk around the vehicle to make sure it is not leaning or sagging in the front or rear;
4. Look at all glass and lighting to make sure there are no cracks, breaks, or missing items;
5. Inspect tires, looking for cracks, foreign objects, bulges and excessive wear and exposed wires;
6. Check air pressure (as simple as pressing, or kicking the tires with a foot);
7. Complete vehicle inspection check off sheet.
Inspection of Overall Inside Condition
1. Remove any trash or loose items on the dashboard or floor that may roll around or cause loss of control;
2. Properly store all tools behind seat, in a toolbox, or in the glove compartment.

End of Work Shift
1. Wash vehicle any time chemicals were used, or when excessively dirty;
2. Clean trash and unnecessary items out of cab and bed;
3. Place all tools, fertilizers, and ice melt into designated storage units.

Problems found during an inspection should be reported to the supervisor and scheduled for repair by Fleet Services immediately.

IMPLEMENTATION

The Grounds Services supervisors are responsible for the implementation of this SOP within area(s) of responsibility.

TRAINING

All Grounds Services employees will receive training on this SOP prior to using any vehicle. The supervisors shall ensure regular review of and compliance with this SOP.

COMPLIANCE

Compliance with all UNR and FMS policies and procedures is required of each employee. Failure to comply with this SOP may result in disciplinary action as outlined in the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.