

Vehicle Management Plan

2008-07-22 revision

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University of Florida
Physical Plant Division

Preamble.....	3
Purpose.....	5
Vehicle Management.....	7
Composition.....	7
Cost Savings from Vehicle Reduction.....	7
Grant Funded Vehicles.....	7
Minimum Use Criteria	7
Quarterly and Annual Mileage Requirements	7
Exemptions to the minimum use criteria	7
Pooling of Vehicles	8
Annual Vehicle Assessment Fee	8
Vehicle Data Reporting.....	8
University Vehicle Procurement.....	9
Donated Vehicles	9
Transfers/Deletions.....	9
Titles and Registration.....	10
Vehicle Maintenance and Care	10
Maintenance Management	10
Vehicle Use Reports.....	10
Preventive Maintenance.....	10
Fleet Fueling Policy.....	11
Vehicle Replacement Criteria.....	11
Alternative Transportation Services.....	12
Taxi/Shuttle service.....	12
Vehicle Rentals and Leases.....	12
Vehicle Use and Driver Authorization	13
Authorized Drivers.....	13
Departmental Vehicle Coordinators	13
Vehicle Assignments	13
Appendix A - Responsibilities	14
Appendix B - Definitions	17
Appendix C - Existing Processes to Remain Outside Vehicle Management.....	18
Asset management.....	18
Vehicle Insurance.....	18
Vehicle Purchasing	18
Titles and Registration.....	18
Appendix D – Motor Pool Standard Preventative Maintenance Form.....	19

Preamble

A review of UF fleet assets and policies prompted President Machen to direct that UF “implement a comprehensive fleet management system for our automotive fleet” in October 2005. This mandated program was to include changes in behavior, purchasing, and operations with regard to UF owned vehicles.

The fleet data were again reviewed in the fall 2007 by the University Efficiency and Cost Reduction Task Force and Huron Consulting. Vehicle Management was identified as an area to provide potential cost and resource savings.

UF Fleet Facts

- currently owns and operates over 1900 motor vehicles
 - over 1200 of which are sedans, light & medium trucks, vans and SUVs
- currently over 30 different manufactures of vehicles
- over 200 new vehicles are purchased every year
 - 257 in FY2007
- an analysis of 1,146 non-specialty vehicles identified on-campus show that 44% are underutilized compared to proposed Fleet utilization rules
 - 138 pick-up trucks logged less than 2,000 miles/year
 - 439 cars, vans, SUVs logged less than 7,500 miles/year

Estimated Cost Savings (per Huron Report)

- \$3 M in saleable assets in underutilized vehicles
- \$1.6 M in reduced purchasing of new vehicles
- \$40-\$150 K in reduced maintenance costs by using PPD Motor Pool
- \$78 K in new Parking sales to Transportation & Parking

Cost savings examples

1. A department or college needed a vehicle for 4 hours a day, 3 days a week, for 32 weeks a year. Use of a Zipcar would cost \$2,688 per year. This would also allow flexibility in use of cars, trucks, or vans.
2. A department or college needed a vehicle for 3 days a week, for 32 weeks a year. Use of a mid-sized car from Avis would cost \$2,779.20 and from Enterprise would cost \$2,880 (not including gas).

Table 1 on the following page estimates the annual cost of operating a UF vehicle. The calculations show that an economic advantage to using alternatives to owning a UF vehicle if the vehicle is underutilized.

Table 1 Annual Vehicle Costs Estimates

Gas Average¹ \$ 2.61

Year	2008	2008	1996	1996
Model	Impala	F-150	Taurus	F-150
Average Miles Driven per Year	7500	2000	7500	2000
Gas Mileage Avg ²	18	14	18	14
Purchase Price/10 years	\$ 1,592.60	\$ 1,539.40	\$ -	\$ -
Depreciation ³	\$ 1,751.86	\$ 1,693.34	\$ 1,375.00	\$ 1,375.00
License Tags Fees	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -
Maintenance/Tires ¹	\$ 126.90	\$ 126.90	\$ 170.33	\$ 170.33
Gas ¹	\$ 1,087.50	\$ 372.86	\$ 1,087.50	\$ 372.86
Parking Fees ⁴	\$ -	\$ -	\$ -	\$ -
Total Annual Costs	\$ 4,558.86	\$ 3,732.50	\$ 2,632.83	\$ 1,918.19
Hours of Zipcar you could buy for total annual costs	651	533	376	274
Cost for personal car use for average miles driven ⁵	\$ 3,337.50	\$ 890.00	\$ 3,337.50	\$ 890.00
Personal car mile for total annual costs	10245	8388	5916	4311

¹ Average Motor Pool Price 2006-2007

² www.fueleconomy.gov

³ www.money-zine.com/Calculators/Auto-Loan-Calculators/Car-Depreciation-Calculator/

⁴ some vehicles will be subject to the \$3000 annual fleet assessment

⁵ at current State rate of \$0.445/mile

Costs at PPD Motor Pool

PPD Motor Pool currently employs five ASE certified automotive technicians. The University Motor Pool provides maintenance on all type and age vehicles and equipment. Motor Pool employees will be happy to discuss any service and approximate costs with customers before service is rendered. Please contact Jon Priest at 392-1131 or jpriest@ufl.edu with any questions.

Maintenance rates as of July 2007 are as follows:

- Fuel Cost + \$0.19
- Parts Cost + 20%
- Labor \$46.00/hour
- Car Wash \$35.00 Inside City Limits

- Towing Minimum \$10.80; Maximum \$37.00

There is some confusion between a standard Preventative Maintenance (PM) service and an oil change at Motor Pool. The two are significantly different.

Standard PM Service

A standard PM checklist is provided at the end of this preamble showing all 30 tasks required. This service goes well beyond the typical “Jiffy Lube” service. This service is recommended every 6000 miles or annually at a minimum and intended to identify maintenance problems before the vehicle breaks down. The cost of this service is \$50.00 if no additional deficiencies are found. Deficiencies are discussed with the vehicle owner.

Oil Change cost:

An oil change with no other service currently consists of \$12.60 for parts and 0.2 hrs at \$46/hr shop rate, for a total cost = \$21.60.

Purpose

The Vehicle Management Plan is to map processes concerning management of University vehicles. It is not the intent to create a centralized fleet program. Each area Vice President is responsible for compliance with the Vehicle Management Plan within their area of responsibility. Key issues this plan addresses are:

- Minimum use criteria
 - existing and future University vehicles not meeting the utilization requirements must be declared surplus
 - cars, vans, and SUVs must log at least 1,875 miles per quarter and 7,500 miles per year
 - trucks must log at least 500 miles per quarter and 2,000 miles per year
 - exemptions include special Dean or Vice President approved and emergency, law enforcement, construction, and specialty vehicles
 - student teaching needs, critical academic need, and vehicle trip counts are considerations for exemption
 - special exemption could also be reviewed and recommended via faculty councils or faculty groups elected by the college
- Grant purchases of vehicles are considered an exception and not subject to this policy.
- Cost savings from vehicle reduction would accrue to the department or units operating said vehicle.

- Pooling of vehicles among Colleges, Departments, is encouraged and stressed. Sharing vehicle resources is an extremely powerful tool in maximizing vehicle resources.
- Maintenance and safety inspections
 - University vehicles in Alachua County are strongly encouraged to use the UF PPD Motor Pool for maintenance and repair
 - University vehicles in Alachua County are strongly encouraged to purchase fuel from the UF PPD Motor Pool when ever possible
- Adding or replacing vehicles
 - the fleet will be capped at the number of vehicles left after survey of under utilized vehicles
 - University vehicles older than 10 years service or logging over 100,000 miles are recommended for replacement
 - new University vehicles can be acquired with demonstrated need (growth in service as an example) or in replacement of old University vehicles
 - new University vehicle requests must be approved by the appropriate Vice President and reviewed for appropriateness by UF Purchasing and PPD Motor Pool (including transfers, donations, surplus, or any other vehicle acquisition)
- Alternative transportation options for faculty and staff
 - colleges/department without vehicles can rent or lease vehicles from Avis, Enterprise, or Zipcar
 - Campus Cab service is available for point to point transportation for faculty and staff on main campus
 - 15 Passenger Van rentals
 - PPD Vehicle Management will coordinate rental of 15 passenger vans through Zipcar because no other service offers this vehicle. Drivers must have a UF Zipcar membership and UF EH&S 15 passenger van certification to rent. Rentals will be by the hour or day

Vehicle Management

Composition

University vehicles will be limited to vehicles approved through UF Purchasing (http://www.purchasing.ufl.edu/Approved_Vehicles.pdf). PPD Motor Pool will coordinate with UF Purchasing on any issue that would recommend cessation of purchases of specific vehicles. Examples include vehicles with reported design flaws, safety recalls, or high repair frequencies.

Cost Savings from Vehicle Reduction

Cost savings from vehicle reduction would accrue to the department or units operating said vehicle.

Grant Funded Vehicles

Grant purchases of vehicles are considered an exception and not subject to this policy.

Minimum Use Criteria

All University vehicles must meet minimum usage requirements. University vehicles not meeting the utilization requirements must be declared surplus. PPD Vehicle Management will review PPD Motor Pool vehicle mileage data for vehicles not meeting the minimum use criteria and produce an annual report for submission to the appropriate Vice President for review.

Quarterly and Annual Mileage Requirements

- Cars, vans, and SUVs must log at least 1,875 miles per quarter and 7,500 miles per year.
- Light and medium trucks must log at least 500 miles per quarter and 2,000 miles per year.

Exemptions to the minimum use criteria

- Exemptions to the minimum use criteria are:
 - vehicles with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,600 pounds
 - law enforcement and emergency vehicles
 - specialty vehicles (examples include: high voltage bucket trucks, heavy construction vehicles, farm equipment, garbage trucks)

- special exemption from the Dean and/or Vice President where a Dean is not applicable (all special exemptions must be documented in writing)
 - student teaching needs and critical academic need are strong considerations for exemption
 - special exemption could also be reviewed and recommended via faculty councils or faculty groups elected by the college
 - vehicle trip counts can also be used as consideration for exemption from the minimum mileage requirements

Pooling of Vehicles

Pooling of vehicles among Colleges, Departments, is encouraged and stressed. Sharing vehicle resources is an extremely powerful tool in maximizing vehicle resources.

Annual Vehicle Assessment Fee

University vehicles occupying a reserved space or area on the main campus are subject to an annual \$3,000 Vehicle Assessment Fee (formerly the fleet assessment fee). Additional details are in DDD Memorandum "University of Florida Fleet Management Initiative" dated June 12, 2006. This fee supports faculty and staff transportation alternatives like the Campus Cab and Zipcar services.

Vehicle Data Reporting

A fleet vehicle report will be generated quarterly by the Quality Office, Physical Plant Division for submission to the Vice President of Business Affairs. This report will be based on the best available information from UF Bridges and UF PPD Motor Pool for all University vehicles. The report will include:

- vehicles added to the fleet
- vehicles removed from the fleet whether sold or surveyed
- quarterly and calendar year to date mileage (only available for vehicles being serviced and fueling at UF PPD Motor Pool)
- status of mandatory UF Safety Inspection

The report will be broken into Vice Presidential area and College/Department/Unit where possible.

University Vehicle Procurement

All established University procurement and inventory practices and procedures apply to the procurement of vehicles. The University will not increase the size of the vehicle fleet except in the case of legislatively mandated program changes, federal program initiatives or documented need resulting from program growth. UF Purchasing and PPD Motor Pool will review all vehicle procurements for appropriateness of use (example: purchase of a light duty truck instead of a small car to avoid utilization requirements will not be permitted).

UF Purchasing will require the following prior to purchase of a vehicle.

- Vehicle identification information for the vehicle to be replaced or written justification from a Dean or Vice President for adding a vehicle to the fleet.
- Properly prepared requisition containing the following:
 - Year, Make, Model, engine type (Hybrid/FFV/Diesel/Electric), color (if known), VIN (if known) and the trade-in vehicle identification information (Vehicle number, Tag number, etc). Two written quotes are required.

New vehicles will be received and processed by PPD Motor Pool before being turned over to Vehicle Responsible Parties. PPD Motor Pool will require the following for processing of a vehicle.

- Completion of PPD Motor Pool Form 1
 - submission of documentation from the vehicle seller listed on PPD Motor Pool Form 1

Donated Vehicles

The University reserves the right to defer acceptance of any donated vehicle for any reason. All donated vehicles must be inspected by PPD Motor Pool prior to acceptance of the gift. The PPD Motor Pool Manager will report to the entity receiving the donation, the Assistant Vice President, Physical Plant, and the appropriate Vice President on the acceptability of the donated vehicle. Final decision on acceptance or deferral of the donated vehicle will be made by the appropriate Vice President.

Transfers/Deletions

University vehicles may be transferred from one agency to another or from one department to another within the University System following existing regulations with the written approval of the area Vice President. Transfer

vehicles must be in sound mechanical condition. Any transfer or surplus of a University vehicle must comply with established property management and inventory control procedures. The transferring department will provide a fully executed copy of applicable documentation to the UF PPD Motor Pool and UF Property Services.

Titles and Registration

UF Business Affairs will maintain all original vehicle titles and registration receipts.

Vehicle Maintenance and Care

Maintenance Management

University vehicles in Alachua County are strongly encouraged to use maintenance services provided on campus at UF PPD Motor Pool. ASE certified technicians are employed to maintain the vehicles and the shop labor rate for vehicle repair continues to be lower (approximately 50%) than any private repair facility in the area. University vehicles located outside of Alachua County will be maintained locally following UF PPD Motor Pool's preventative maintenance plan.

Repair history and mileage are critical in deciding whether to repair or replace a vehicle. University vehicles will be monitored for use, mileage, preventative maintenance, repairs, and abuse.

Vehicle Use Reports

Vehicle operators are required to maintain Monthly Vehicle Use Records - Service Vehicles Only ([form FA-UF-MVUR 7/99](#)) or Vehicle Use Records ([form FA-UF-VUR 7/99](#)).

Preventive Maintenance

All University vehicles will be maintained using a preventive maintenance schedule for that type vehicle. All university vehicles must display a current University Safety Inspection sticker and any other decals required by law or the University. Under no circumstances will a University vehicle be placed or kept in active service unless it is in good operating condition. UF PPD Motor Pool is responsible for overseeing a preventive maintenance program that provides written notice to Vehicle Coordinators when preventive maintenance is due.

Fleet Fueling Policy

- a) All fuel purchases must be made from the PPD Motor Pool fueling facility on Radio Road when possible. While traveling or out of the area, vehicle operators will use self-service islands only when refueling at retail fueling stations.
- b) Unless specifically prohibited by the vehicle's manufacturer warranty or recommendations, all vehicles operating on gasoline must use regular grade, unleaded gasoline.
- c) University vehicles capable of using alternative fuels will use them exclusively. Exceptions are:
 - (1) where and when alternative fuel is not available
 - (2) the range of alternative fuel is insufficient to complete a round trip, in which case the alternative fuel shall be used until exhausted, with conventional fuel used only to complete the trip or until the alternative fuel is available
 - (3) when alternative fuel costs are more than conventional gasoline or diesel
 - (4) when the conversion equipment is not working or is unsafe to operate, in which case repairs or inspections shall be made so that the vehicle may continue to operate on the alternative fuel
 - (5) when operating exclusively on an alternative fuel is contrary to the vehicle manufacturer or alternative fuel conversion equipment vendor recommendations
 - (6) gasoline efficiency is proven more cost effective than alternative fuels

Vehicle Replacement Criteria

The following guidelines provide minimum replacement goals for the routine replacement of University vehicles.

- a) Most vehicles should be replaced when they reach 10 years of service or 100,000 miles, whichever comes first. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as low maintenance costs). PPD Motor Pool can provide recommendations on when a University vehicle should be replaced.

- b) Specialized equipment may not fall under any of the above categories and may need to be considered for replacement according to other criteria, such as hours in service. Your Vehicle Coordinator should contact PPD Motor Pool for assistance in developing and establishing special replacement criteria.
- c) University policies are intended to ensure that each vehicle is maintained and operated in a safe and economical condition. If the PPD Motor Pool determines that a vehicle is no longer safe to drive or is cost prohibitive to repair, the vehicle custodian may be advised that the vehicle should be removed from service and/or replaced.

Alternative Transportation Services

PPD Vehicle Management coordinates and supports the following alternative transportation services to University employees.

Taxi/Shuttle service

Campus Cab provides point-to-point service to locations within contiguous main campus. This service is for employees working within the course and scope of their respective positions and not for personal travel (trips to and from home). Service is on a first come first serve basis and reservations are recommended.

Vehicle Rentals and Leases

Contracted rental program

Colleges/Department without vehicles can rent vehicles from various sources through UF Purchasing. Currently services include rental:

- by the hour or day from Zipcar or
- by the day, week, or month from Enterprise (delivery service available), or Avis

Colleges/Department without vehicles can lease vehicles (1 year minimum) from various sources through UF Purchasing.

Zipcar

PPD Vehicle Management will coordinate the Zipcar service on campus until changed by contract or the service is discontinued.

15 Passenger Van rentals

PPD Vehicle Management will coordinate rental of University owned 15 passenger vans through Zipcar. Drivers must have a UF Zipcar membership and UF EH&S 15 passenger van certification to rent. Rentals will be by the hour or day.

Vehicle Use and Driver Authorization

Authorized Drivers

Authority to drive a University Vehicle is restricted to faculty, staff, and employees conducting official business for the University. Use is limited to accomplishing academic, research and/or administrative responsibilities of the department involved.

To become an authorized driver, you must possess a valid Florida or equivalent Driver License. All Driver Licenses must be annually verified by the Vehicle Responsible Party.

Departmental Vehicle Coordinators

All Vehicle Responsible Partys are responsible for establishing at least one vehicle coordinator within their areas of responsibility. The name and contact information for the vehicle coordinator must be provided to UF PPD Motor Pool.

Vehicle Assignments

- Vehicles may be assigned to a University employee with approval of the Vice President responsible for their area.

Appendix A - Responsibilities

Vice President Business Affairs

- The senior executive responsible for the University's vehicle management program.

Assistant Vice President, Physical Plant

- Responsible for authorizing the Vehicle Manager's administrative recommendations and forwarding them to the Vice President Business Affairs.

UF Purchasing

- Processes appropriate paperwork to acquire and track vehicle titles, license plates.

UF Risk Management

- Processes appropriate paperwork to acquire vehicle insurance.
- Coordinates the settlement of all university vehicle insurance claims.

PPD Vehicle Management

- Review this Plan on June 1 of each odd numbered year and forward any recommendations for change to the Assistant Vice President, Physical Plant. The Plan may be reviewed at other times, as required, with recommendations for change forwarded to the Assistant Vice President, Physical Plant.
- Develops, coordinates, and implements University policies and procedures related to vehicle management;
- Coordinates University vehicle management policies and procedures; including acquisition, utilization, maintenance and repair, replacement and disposal of vehicles.
- Coordinates Alternative Transportation for Staff and Faculty with UF Transportation and Parking Services
- Coordinates the University Vehicle Assessment Fee

PPD Motor Pool Manager

- Collects and maintains vehicle specific information into the vehicle fleet database;

- Assists with acquisition, utilization, maintenance and repair, replacement and disposal of vehicles;
- Coordinates maintenance and safety inspection of all vehicles in Alachua County;
- Reviews and recommendation for approval/disapproval of all vehicle purchases, transfers and deletions;
- Ensures compliance with the established Vehicle Management Plan.

Departmental/College Vehicle Responsible Party

- Must be a good steward of University vehicles and managing them accordingly;
- Appoints a departmental vehicle coordinator and provides vehicle fleet management with the name and contact information;
- Enforces routine inspection of vehicles to ensure operational condition and the required vehicle insignia is complete and visible on both sides of the University vehicle;
- Ensures all vehicle damage and repairs are corrected as needed;
- Ensures departmental/college compliance with the required Vehicle Management Plan;
- Ensures University vehicles are used for their intended purpose;
- Coordinates all vehicle requisitions through UF Purchasing and PPD Motor Pool;
- Assures accurate mileage information on vehicle use reports is maintained accurately;
- Coordinates all vehicle requisitions through the vehicle management plan;
- Advises EH&S Risk Management and PPD Motor Pool Manager of all vehicle accidents/incidents that occur;
- Ensures all drivers have the appropriate driver's license for vehicles driven;
- Communicates established vehicle management policies and procedures to applicable parties within their department; and
- Ensures all drivers have received appropriate vehicle operator training.

Vehicle Operator

- Completing Monthly Vehicle Use Records - Service Vehicles Only ([form FA-UF-MVUR 7/99](#)) or Vehicle Use Records ([form FA-UF-VUR 7/99](#)) in a timely and accurate manner;
- Identifying any mechanical problems associated with the vehicle they are operating and scheduling repair of same;

- Reporting accidents immediately to supervisor and assisting with the completion of vehicle accident paperwork;
- Following all state laws associated with vehicle operation;
- Operating only vehicles they are authorized to use;
- Maintaining a valid driver's license;
- Using University vehicles for official University business only;
- Keeping the vehicle secured when not in operation;
- Ensuring the state inspection is current;
- Completing daily and weekly vehicle maintenance checks to ensure the vehicle is in good operating condition; and
- Complying with the University Vehicle Management Plan.

Appendix B - Definitions

- a) **Authorized Driver** - Faculty and staff that possess a valid Florida or equivalent Driver License, conducting official business for the University.
- b) **Field Employee** – An employee whose regular duties require work in various locations and who regularly requires a vehicle for ongoing daily activities.
- c) **Fleet Vehicle** – Any motor vehicle owned by the University of Florida.
- d) **Motor Vehicle** – Any automobile, watercraft, aircraft, truck, or other vehicle designed for transportation of persons, and construction or farm equipment. {Rules of the University of Florida 6C1-3.020 (9) (a)}
- e) **University** - University of Florida
- f) **PPD Vehicle Management**- Physical Plant Division, Department of Vehicle Management (currently located in the PPD Quality Office).
- g) **Vehicle Responsible Party**– The person identified on property inventory records as property custodian for a particular department. A dean, chairperson, department head or director usually occupies this position.
- h) **Vehicle Coordinator** - A person appointed by the vehicle responsible party to coordinate all vehicle use reports, purchases, transfers and deletions. This person serves as primary contact between an individual department and the University’s vehicle fleet manager.
- i) **Permanently assigned vehicles** – A light duty vehicle (car, van, station wagon, or pickup with a GVW under 8,601 pounds), assigned to a field employee or law enforcement/emergency service.
- j) **Conducting official business for the University** - A University of Florida employee working within the course and scope of their position.
- k) **Vehicle Operator** – A person authorized by the Department or College to drive University vehicles while on official business.

Appendix C - Existing Processes to Remain Outside Vehicle Management

Asset management

All title and vehicle registration processes will remain in place. PPD Vehicle Management will coordinate with Asset Management Services on ownership and location of vehicle assets.

Vehicle Insurance

The University Risk Management Office in Environmental Health & Safety is responsible for insurance coverage. The existing process for vehicle insurance will remain.

Vehicle Purchasing

The University Purchasing Department is responsible for acquisition of vehicles.

Titles and Registration

UF Business Affairs will maintain all original vehicle titles and registration receipts.

**Appendix D – Motor Pool Standard Preventative
Maintenance Form**

Print Date
02/12/2008

Print Time
11:45:19

University of Florida-Motor Pool Division

PM Inspection Form

Vehicle Number _____

Tag Number: _____

Work Order Number: _____

Department: _____

Work Order Date: _____

1. Instruments and controls	Check all gauges, indicators, controls and warning devices.	
2. Lights, signals & horn	Inspect all lights, signals and indicators.	
3. Seatbelts	Check fabric, buckles and mountings for safe operation.	
4. Brake, clutch & gas pedals	Test function, free play and travel.	
5. Glass	Check for damage, distortion and/or fogging.	
6. Body Condition	Excessive rust, damage and/or malfunction of body systems.	
7. Windshield Wipers	Check blades, arms & linkage for serviceability.	
8. Lenses, lamps and reflectors	Broken, damaged or distorted.	
9. Brakes/Hydro & Air	Inspect pads, linings and assy's for wear, damage & leaks.	
10. Spare tire and equipment	Check jack, lug wrench and condition of spare including pressure.	
11. Steering & Suspension	Check all joints, linkage and couplings for excessive wear.	
12. Leakage/Seepage	Visually inspect for excessive oil, water, fuel and fluid leaks.	
13. Exhaust System	Inspect system for leaks, corrosion and damage.	
14. Shock Absorbers/Struts	Check for weak, loose and/or leaking assemblies.	
15. Driveline Assemblies	Inspect mounts, shafts, joints and assemblies for wear.	
16. Wheels and Tires	Torque lugs, check for wear, rot and pressure.	
17. Chassis/Body	Lubricate all controls, levers, locks, latches and mechanisms.	
18. Engine	Change oil & filter, check belts, hoses, brackets and mounts.	
19. Transmission	Check fluid quality and level.	
20. Transfer Case	Check fluid quality and level.	
21. Differential(s)	Check fluid quality and level.	
22. Automatic Transmission	Check fluid quality and level.	
23. Windshield Washer	Check fluid quality and level.	
24. Fuel filter	Inspect in-line filter(s).	
25. Emission Controls	Check all hoses, valves, canisters, filters & components.	
26. Air Cleaner/Filter	Inspect element, clean or replace.	
27. Battery	Check terminals, connections, hold-down and fluid level.	
28. Air-conditioning	Performance test, observe vent temperature.	
29. Road Test	Check performance, response and driveability.	
30. Label	Replace PM service reminder label.	