

Passenger Vehicle Maintenance Policy for Aroostook Farm

Interim Policy until Formal Approval

September 23, 2014

This policy applies to trucks, vans, cars, and other licensed and state-inspected passenger vehicles used by the farm staff, faculty, and research staff at Aroostook Farm. Note that all University of Maine passenger vehicles at Aroostook Farm must have a current university license plate and a current inspection sticker. No uninspected trucks, vans, or cars will be used at Aroostook Farm including vehicles limited to on-farm use.

No maintenance or repairs on privately owned vehicles will be done at Aroostook Farm and no university supplies will be provided for private vehicles. Private vehicles are not to be brought into the shop.

Where recovery of the costs of supplies and materials is indicated below, Aroostook Farm accounts will be charged for costs to university vehicles controlled by the farm staff and project accounts will be charged for university vehicles controlled by faculty.

Routine Annual Maintenance—Aroostook Farm will do routine annual maintenance of farm and faculty research vehicles including oil changes, greasing at fittings, fluid checks and additions, and tire rotations. Aroostook Farm will charge farm or project accounts for maintenance supplies through the work order system. Supplies will be kept in locked storage and only be available through the farm mechanic or superintendent. Labor time for routine maintenance will be recorded on work orders, but there will be no charge for labor costs. Routine passenger vehicle maintenance will be assigned a lower priority than farm equipment maintenance during January-May. Vehicle users are ultimately responsible for ensuring that routine annual maintenance is completed.

Vehicle Diagnostics—Aroostook Farm will do field and shop preliminary diagnostics to help assess needed repairs. Diagnostics that are labor-intensive (e.g., disassembly of systems) will not be done by the farm mechanic. Labor time for diagnostics will be recorded in the work order system. There will be no labor charges for diagnostics.

Major Inspection-Related Repairs—Vehicle repairs associated with drive trains, mechanical systems, vehicle controls, and safety systems associated with state inspections will not be done by the farm mechanic. Also, Aroostook Farm cannot do repairs requiring specialized diagnostic tools or equipment. The above types of repairs should be done by the University Motor Pool or at repair shops with mechanics certified for inspection-related repairs.

Minor Repairs—Aroostook Farm will do vehicle repairs that do not fall into the category of Major Inspection-Related Repairs as time permits. Decisions on what constitutes a major or minor repair and when the work can be completed are made by the farm mechanic and superintendent. Supplies and parts for minor repairs will be charged to project accounts through the work order system. The projected completion date for repairs will be provided on the work order.

Scheduling Maintenance and Repairs—Staff and faculty are asked to schedule routine maintenance during mid-summer or November-December if possible. During busy periods, work on field and research equipment has priority over passenger vehicles because passenger vehicles can be repaired by private shops or the university motor pool. Please recognize that the mechanic can be called away at any time for unexpected repairs on field equipment that is needed immediately.

Record-Keeping for Off-Farm Maintenance—Aroostook Farm requests that records for service and repair work done at the university motor pool or private repair shops be provided to the farm administrative assistant for inclusion in the farm's vehicle and equipment maintenance database.

Work Order System—Aroostook Farm will use a work order system to track costs and labor commitments for all vehicles and major field equipment. The mechanic will initiate a work order when a request for vehicle service is made. After diagnostic steps are completed, the mechanic will provide farm users with an approximate cost for parts and supplies if possible and the projected completion date. The cost estimate is not a commitment; accounts will be billed based on final costs. The work order database will be managed by the farm administrative assistance. Staff can request maintenance records for individual vehicles and farm equipment.