

Teaching Vehicle Maintenance Procedure

Van Binders

Teaching van binders are in the filing cabinet behind the front desk. Do not remove any materials from them. After use, return them to the filing cabinet.

Scheduling Use of the Teaching Vans

The use of the teaching vans for field trips is coordinated through Connie at the beginning of each semester to ensure all dates are added to the Teaching Van Lab Trips & Maintenance Calendar in Outlook. All applicable faculty/techs/TAs/approved drivers should be added to this calendar for accessibility. Each trip location and the number of vans needed should be listed for each respective date.

***The week before the lab field trip, technicians are responsible for contacting the department (Wildlife Ecology, Forestry, Environmental Hort) to obtain the specific account # that needs to be charged for the fuel costs. * The contact for Wildlife Ecology Conservation is Brandie Seay at brandieseay@ufl.edu and Forestry is Scott Sager at sasager@ufl.edu.**

Driver Training Required

Anyone driving a teaching van of any size is required to take the Passenger Van Driver Training. You will need to contact Sarah Hatfield (HR) to set up the online training. You will not be able to drive a teaching van until you have completed the course, and Sarah has verified your completion.

Passenger Van Monthly Vehicle Checklist/Pre-travel Checklist

Faculty technicians are responsible for the Passenger Van Monthly Vehicle Checklist/Pre-Travel Checklist for all teaching vans. Each month, a different tech is responsible for completing the required vehicle checklist. Check the technician schedule for your monthly rotation in the WFLREC Vehicles TEAM. There are specific QR codes (found in Van Binder) for the Passenger Van Monthly Checklist and Pre-travel Checklist. Techs must use the specific QR code that corresponds to the correct checklist they are performing.

Each Teaching Van should be checked monthly to remain in compliance with Florida Statutes and UF/IFAS policy. The Passenger Van Monthly Vehicle Checklist is due by the 15th of every month. The Pre-Travel Checklist should be completed before leaving campus and after each trip. Techs/Drivers must ensure the vehicles are fueled and cleaned (interior swept/wiped down, trash removed and run through a car wash).

***Friday field trips MUST return the van fueled up and cleaned for the Saturday field trip the following morning. Fueling and cleaning after Saturday field trips must be completed on Monday. ***

Reporting Mechanical Issues & Maintenance

While completing the Vehicle Checklist, if any maintenance/repairs are found, they should be noted, and immediate action should be taken to complete the maintenance/repair. Contact Connie Spencer, who will then determine the appropriate next step. Once all maintenance/repairs are completed, they should be

reported in the Teaching Van Maintenance Logs, located here: [Teaching Van Maintenance Logs.xlsx](#)

Oil Changes

Oil changes must be completed once a year. When an oil change has been completed, use the Monthly Vehicle Checklist to automatically load the information into TEAMS, and be sure to also update the Teaching Van Maintenance Logs.

Van Supply Tote

Each teaching van has a supply tote that includes the First Aid Kit, Battery Jumper, and Tire Inflator. The supply totes can be found with Connie Spencer (Academic Assistant). If using the teaching van, the supply tote **MUST** be picked up from Connie before the trip and then returned to Connie after the trip.

How to Use the Passenger Van Monthly Vehicle Checklist

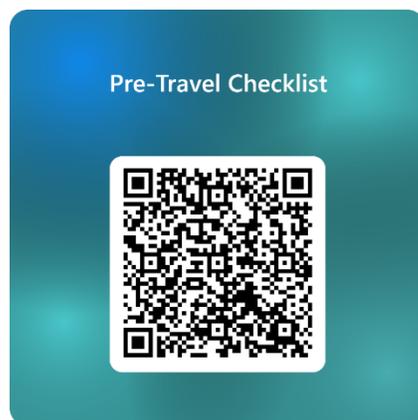
- Begin by using your phone to scan the Passenger Van Monthly Vehicle Checklist QR code (see below) located in the van binder.



- Fill in all fields accordingly.
- Questions with check boxes are a list of tasks, checking the box indicates you completed the task, and each task **must** be completed.
- The “Comments” section at the end of the External & Internal Vehicle Check List is where you must enter any issues found while completing the checklist. List what you found and what action was taken.
- Maintenance supplies are located in the Tech Office, Building 4800, Room 4803.
- Once completed, submit your response, and the results will be automatically uploaded to TEAMS.

How to Use the Pre-travel Checklist

- Begin by using your phone to scan the Pre-travel Checklist QR code (see below) located in the van binder.



- Fill in all fields. Answers are used to report any changes in condition or issues.
- Once completed, submit your response, and the results will be automatically uploaded to TEAMS.