

College Operating Procedures (COP)



Procedure Title: Processing of Motor Vehicle Certification Checklist
Procedure Number: 07-0710
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 1001.65
Florida Administrative Code State Requirement for Educational Facility (SREF)

Procedure Actions: Adopted: 06/09/09; 07/01/09

Purpose Statement: Florida SouthWestern State College will maintain college vehicles in good and safe running condition by conducting six month scheduled maintenance checks.

Guidelines:

Florida SouthWestern State College will maintain college vehicles in good and safe running condition by conducting six month scheduled maintenance checks.

Procedures:

- I. Contract Compliance Office checks visually and manually all items listed on check list for all College owned vehicles assigned to the department. (Sample attached.)
- II. Items that do not pass inspection are referred for outside service.
- III. Items that cannot be inspected by the College staff are referred to outside service for inspection.