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Motor Vehicle Inspections Policy

3.1 **Policy for Annual Motor Vehicle Inspections**

University of South Alabama motor vehicles shall be kept in a good operating condition and shall be equipped with appropriate safety equipment.

3.1.1 Operators shall be responsible for visually checking the vehicle for safety prior to placing it in motion. Each vehicle's safety features should be checked before use each day.

3.1.2 Department Managers or designees shall be responsible for assuring that scheduled maintenance has been performed as recommended by the manufacturer.

3.2 **Annual Vehicle Inspections**

University owned and operated motor vehicles are to be inspected at least annually utilizing the **Vehicle Inspection Form**. The checklist shall not be considered all inclusive should any additional safety features require inspection or testing.

3.2.1 Campus Police will inspect/verify in accordance with Alabama Motor Vehicle Law -Title 32 that University of South Alabama motor vehicles are in operational condition as required. Inspections will be scheduled by the operating department at the most convenient time for both assigned departments and Campus Police.

3.2.2 Vehicles if deemed unsafe for operation based on the annual inspection or at the assigned departments discretion shall be secured until deficiencies are corrected. Department representatives will be notified immediately when they have a vehicle identified as unsafe requiring corrective action by the Inspecting Officer.

3.2.3 Re-inspections are to be conducted once all the necessary corrective actions have been completed. Upon passing the re-inspection a vehicle can be reintroduced to service.

3.3 **Motor Vehicle Inspection Documentation**

Inspection forms will be returned to the assigned vehicle department upon receiving a passing inspection with copies to Safety and Environmental Compliance.