

**TITLE: RUAC Vehicle Sanitation and Maintenance****SOP Category: Facilities****RUAC SOP #: 2.23****Page: 1 of 2****Effective Date: 7/26/21****Approval:** *Lisa Antonucci***Revisions: 9/26/23****SCOPE:**

This SOP covers:

- Driving Privileges for the Departmental Vehicles
- Transportation Requirements
- Vehicle Maintenance and Sanitation
- Vehicle Documentation

**OBJECTIVE:**

The purpose of this SOP is to describe the proper use and maintenance of the Comparative Medicine Resources (RUAC) vehicles.

**PROCEDURES:**

Driving privileges - to obtain driving privileges for a university vehicle you must:

- Get authorization from RUAC Supervisor or Manager
- Pass an online defensive driving class (DDC)
- Submit a current driver's license
  - Driver's license is checked annually to assure eligibility.

Transporting animals and equipment

- All animals should be transported in approved crates.
  - When crates are not available, caging must have lids and the lids must be secured (taped down).
  - Crates and cages must be secured in the vehicle to prevent movement or tipping.
- All dirty cages must be bagged and secured.
- Equipment must be tied down to prevent movement.

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## Vehicle sanitation

The department vehicle needs to be sanitized monthly or as needed if the vehicle is compromised (bedding spill, etc.).

- Remove gross debris, sweep or vacuum.
- Spray interior with Peroxigard (spray bottle or pump foam unit).
- Let sit for one minute or until foam disappears, prior to loading van.
- Document on log provided in vehicle.

The screenshot shows a form titled "Van-Truck Maintenance/Sanitization Records". It includes instructions: "The department van needs to be sanitized monthly or as needed if the van is compromised (bedding spill, etc.)." and a list of steps: "Remove gross debris sweep or vacuum.", "Spray interior with Peroxigard (spray bottle or pump foam unit)", "Let sit for one minute or until foam disappears prior to loading van", and "Document below". Below the instructions is a table with columns for Date, Notes, and Initials, repeated four times. A note states: "All van maintenance (oil change, tune up, etc.) will be recorded below."

## Transports

Transports are scheduled weekly between campuses or as needed. Transports within campuses can be scheduled based on the supervisor's and staff's schedules.

- Vehicles are provided with an E-ZPass for any road tolls.
- Gas fobs are provided for fueling vehicles.
- Gasoline and diesel filling stations are located on Busch campus and Cook campus.

## Vehicle maintenance

Routine vehicle maintenance is performed by Fleet services.

- Log in to [Fleet Services | Institutional Planning and Operations \(rutgers.edu\)](http://Fleet Services | Institutional Planning and Operations (rutgers.edu))
- Click "Request Appointment" and fill out the online application with vehicle/contact information and desired date, time, and garage.
- Garages are located on Busch campus, Cook campus and Newark campus.
- Contact information: [fleetservices@ipo.rutgers.edu](mailto:fleetservices@ipo.rutgers.edu) or text Fleet Services at (833) 264-8630
- Services consists of an oil change. Any other maintenance needs need to be approved by the department.
- After first service, an account can be created on OwnerAutoSite.com, and will contain service history, service due date and the ability to request an appointment.
- It is the department's responsibility to keep the vehicle inspection valid and have a current registration card and insurance card in each vehicle.

The screenshot shows a web interface for a 2005 Dodge Grand Caravan. It features a speedometer graphic with the odometer reading 026125. Below the speedometer are three main sections: "Service History" with a search icon, "Next Service Due" with a clock icon, and "Request Appointment" with a person icon. The top navigation bar includes links for Home, Vehicles, Contact Us, and Request Appointment.