

PLEASE POST OR PASS



# FLEET SERVICES NEWSLETTER

November 2009

## Winter Car Care Tips

Here is a checklist of items you should check before winter:

**Coolant** – Make sure you have enough and have it tested to see what temperature you are protected to.

**Wiper Blades** – Make sure the rubber has not deteriorated, and makes full contact with the windshield. We replace blades on University vehicles once a year.

**Battery** – Check connections and make sure they are free of corrosion (it looks like a white powder) and tight. When you start the car in the winter, make sure the headlights, heater and other electrical accessories are turned off to reduce strain on the battery.

**Oil** – Make sure you have the manufacturers recommended viscosity for winter weather. If you use a multi-viscosity oil, the first number should be either 5 or 10 (**5W20, 10W30**, etc)

**Emergency Kit** – You should keep a winter safety kit in your vehicle. You should include at least these items: a set of jumper cables, flash light, can of fix-a-flat, blanket, gloves, hat, duct tape, and an energy bar or two.

## Thanksgiving Break Hours

We will be closed Saturday, November 21 and Thursday, November 26 through Sunday, November 29. With those exceptions, we will be open our normal hours (M-F 7am to 6pm) over Thanksgiving break. If you need to use a vehicle over the weekend of November 21, or on Monday, November 23 before we open, you can pick up the vehicle on Friday 11/20 after 5pm. If you need to use over vehicle over Thanksgiving (11/26 – 11/29) you can pick the vehicle up on Wednesday, November 25 after 5pm and you will not be charged until you use the vehicle.

## Christmas Break Hours

We will be closed on Saturday, December, 19, and 26 and January 2, 9, and 16. We will close at 5 pm Monday, December 28 through Thursday, December 31. If you need a vehicle during the holiday or over the weekend, you may pick up the vehicle after 4pm on the last business day before your trip and you will not be charged until you plan on using the vehicle.

## Free Roadside Assistance

For peace of mind when travelling in a Fleet Services vehicle, we offer a free Roadside Assistance program. If you happen to leave your lights on, lock your keys in the car or run out of gas you have a 24-hour, 365 day-a-year resource for help. If you have a problem on the road, away

from Iowa City, call the 800 number on the blue and white card that is in your fuel card packet. They will find a service station in your area and send a tow truck to your location to fix the problem and get you back on the road. This service applies to all Fleet Services vehicles whether daily rental vehicles or annual assigned vehicles. **Remember, if you are in town and it is during our hours, please call the shop.**

## Wright Express Fuel Card PIN Number

As a reminder, the PIN number on the Wright Express fuel card is always the number **4** followed by the **last 4 digits of your vehicle license number** followed by the number **5**. For example: if you license number was 8633, your PIN would be 486335. If your license number is 10578, your PIN would be 405785.

## Smooth Moves During a Slick Season

It is that time of the year when the roads begin to get slick and you're looking for some extra traction. We do not recommend using sandbags in the back of your vehicle for traction. In the event of an accident, the sandbags can fly forward and injure you or your passengers. Also, if you have a front-wheel drive car, sandbags are no help at all. If you are having problems with traction, please contact Fleet Services and we will give you more ideas.

One hint is to keep your gas tank full. Another hint is to avoid quick, jerky movements like sudden braking or quick turns.

## Fleet Services Factoid

The easiest place to find the proper tire pressure for your vehicle is the sticker on the driver's side door jamb. This is the most accurate source. Do not go by what is stamped on the tire.

## Fleet Services Info

**Manager:** Mike Wilson  
**Phone:** 384-0564  
**Fax:** 335-5865  
**Hours:** 7:00 a.m.–6:00 p.m. M-F  
8:00 a.m. to 11 a.m. Sat  
**Shop Hours:** 7:00 a.m. - 4:30 p.m. M-F  
**Shop Phone:** 335-5102  
**Fueling Hours:** 24 hours/ 7 days a week  
**E-mail:** [Fleet-Services@uiowa.edu](mailto:Fleet-Services@uiowa.edu)  
**Web Site:** <http://www.uiowa.edu/~uifleet>