

## **Vehicle Repair and Maintenance**

**Original Implementation:** Unpublished

**Last Revision:** April 25, 2017

The physical plant auto shop is located at the Grounds and Transportation Building on the corner of University Drive and Starr Avenue. The shop provides for repair and maintenance services for university-owned vehicles, and equipment. The physical plant auto shop maintains an inventory listing of all university-owned vehicles and schedules annual maintenance inspections. Department heads are notified by the manager of transportation that those vehicles in their charge are to be delivered to the auto shop for an annual inspection. The auto shop will conduct a complete and thorough preventive maintenance inspection and make any repairs necessary. Expenses incurred for service on departmentally-owned vehicles will be charged to the department.

All maintenance and repairs performed by outside vendors on university-owned vehicles must be authorized by the physical plant auto shop prior to services being performed. Request for services to be performed by outside vendors should be made by email or with other appropriate written requests. Emergency repair requests may be made by telephone. After-hour repair emergencies must be routed through the University Police Department.

Repair and maintenance of vehicles leased by the university is performed in accordance with the terms of the lease agreement.

Operators of university-owned vehicles are required by the Texas Government Code and university policy to report daily use of the vehicles. Departments that fail to submit the required report(s) by the fifth calendar day of the month may be assessed a late penalty of \$100 by the vice president of finance and administration.

Reporting guidelines and procedures may be accessed on the Physical Plant Department website.

**Cross Reference:** Tex. Gov't Code § 2171.101 et seq.; Rental of University Vehicles (16.23)

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Physical Plant

**Forms:** None

**Board Committee Assignment:** Building and Grounds