

## **Vehicle Repair and Maintenance**

**Original Implementation:** Unpublished

**Last Revision:** April 18, 2020

### **Purpose**

This policy establishes guidelines and responsibilities for the maintenance and repair of university-owned vehicles and also for reporting daily use of the vehicles.

### **General**

The physical plant auto shop located at the Grounds and Transportation Building on the corner of University Drive and Starr Avenue provides 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 vehicle custodians are notified by the auto shop that vehicles in their charge are to be delivered to the auto shop for an annual inspection and/or preventative maintenance. 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. It is the responsibility of the owning department to notify the PPD auto shop when emergency repairs are conducted and to provide a copy of the maintenance report and invoice/receipt. This information should be delivered to the PPD auto shop immediately to be documented in the Texas Fleet Management System.

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. Failure to produce timely reports, as defined by fleet management procedures, may result in financial penalties or loss of university vehicle privileges. 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