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SECTION	1	FLEET OPERATIONS
SUBJECT	1.4	VEHICLE MAINTENANCE & REPAIR

## INTRODUCTION

This procedure is issued to establish the processes and requirements for the Maintenance and Repair of vehicles for UTMB's Fleet.

## AUDIENCE

Applicable to all Logistics' Fleet Planning Staff.

## GUIDELINES

Performance of maintenance on all UTMB vehicles is to be performed in the most efficient and cost effective manner in regard to UTMB.

### 1. Preventative Maintenance

- A. At the beginning of the third week of each month, a designated service center employee will review Vehicle Database to determine which vehicles are due for preventative maintenance. This preventative maintenance program will be based on a 6 months or 7,500 miles criterion. Vehicles which accumulate excessive mileage will be based on every 6 weeks.
- B. E-mails will be sent to the Departmental Vehicle Coordinators informing them that vehicles need to be scheduled for preventative maintenance. The service center employee will contact any department that does not respond to the e-mail, and coordinate a time for maintenance to be done.
- C. One completed, preventative maintenance will be recorded in the Vehicle Database and in the State Vehicle Management System.

### 2. Warranty Repairs

- A. All vehicle warranties will be tracked in the Vehicle Database. Warranty information will be checked by the automotive technician on each vehicle brought into the service center for repair.
- B. If the vehicle is eligible for a warranty repair, the vehicle shall be taken to the Dealer by a service center employee.
- C. Once completed and verified by the automotive technician, all warranty repairs will be recorded in the Vehicle Database and in the State Vehicle Management System.

### 3. Repairs

- A. All vehicle repairs will be performed in-house, however, if the automotive technician determines the repair requires equipment which Logistics/Fleet Planning does not possess (which includes body work, paint, glasswork, and transmission work) the repair will be outsourced.
- B. Once completed, all repairs will be recorded in the Vehicle Database and in the State Vehicle Management System.

### EXCEPTIONS

There will be no exceptions unless by formal addendum to this procedure or other formal written exception by the Manager for Logistics/Fleet Planning

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