

UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION			
Section:	Fleet Operations	Procedure Number:	FO-01
Subject:	University of Toledo Vehicle/Fleet Maintenance	Effective Date:	February 1999
		Revised Date:	January 2022
Facilities Officer:		Reviewed Date:	May 2023

Standard Operating Procedure

To create a strong, detailed inventory of all UToledo vehicles, whether leased or owned.

Purpose

To maintain a central location of University owned and leased vehicle inventory and licensing records to assist with reporting and data gathering.

Procedure

1. All vehicle purchases or leases, maintenance/repairs, annual inspections, and fuel are to be scheduled and funded by the responsible department. Fleet Operations does not perform vehicle maintenance.
2. Fleet Operations will assist the Supply Chain department to provide and update an annual preferred vendor list for departments to reference when scheduling services for their vehicle.
3. Fleet Operations will provide fuel, unleaded and diesel, to all UT vehicles via an authorized fuel key fob. Fuel costs will be billed back to charging department monthly. Fleet Operations will maintain tanks and fuel supply.
4. Fleet Operations will maintain a detailed inventory of all UT owned and leased vehicles, including responsible index and manager/director for reporting purposes only.
5. Fleet Operations will work with the State of Ohio to secure all plates on vehicles.
6. Fleet Operations will coordinate with Risk Management to ensure accurate records for insurance purposes.
7. Fleet Operations will submit all annual State and/or Federal Reports as required.
8. “Leased Vehicles” includes only those vehicles paid for directly by University purchase order or requisition of which are typically long-term (one year or more) leases, and does not include short-term rentals (daily, weekly, or monthly). Any short-term rentals are the responsibility of the renting department. Fleet Operations will not have any involvement in this process.