


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Motor Vehicle Operations (MVO)	Procedure Number:	MVO-01
Subject:	University of Toledo Vehicle/Fleet Maintenance	Effective Date:	February 1999
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	March 2020

Standard Operating Procedure

All designated UT vehicles whether leased or owned will be maintained by Facilities & Construction.

Purpose

To ensure a safe and esthetically pleasing fleet of UT vehicles and to promote a high resale value.

Procedure

1. All UT vehicles will be cataloged through a maintenance work order system and a preventative maintenance schedule will be developed for each vehicle.
2. All UT vehicles will be routinely and promptly serviced to ensure that they are safe and clean. The work control center will issue preventative work order notices to the vehicle service center seven (7) days prior to scheduled service. If necessary, MVO will coordinate a service time with the department/primary user of the vehicle.
3. All service or repair beyond the support of the UT MVO will be coordinated through the Motor Vehicle Operations manager.
4. The Motor Vehicle Operations manager is authorized to remove from service any vehicle that does not meet safety and/or esthetic standards.
5. The University of Toledo MVO shall provide mechanical service, fuel and lubricants to all vehicles owned, leased, or under the control of The University of Toledo and shall charge cost plus a reasonable mark-up for administrative expenses and overhead.
6. Leased vehicles includes only those vehicles that are paid for directly by University purchase order or requisition which are typically long-term (one year or more) leases, and does not include short-term rentals (daily, weekly or monthly)