

## **Motor Vehicle Operations (MVO) business model:**

Owners or lessee of a university fleet vehicle are required to schedule the preventative maintenances, and any corrective repairs that may be needed.

### **Process:**

This list of preferred suppliers

[https://www.utoledo.edu/depts/supplychain/purchasing/preferred\\_suppliers/vehiclemaint.html](https://www.utoledo.edu/depts/supplychain/purchasing/preferred_suppliers/vehiclemaint.html) will be used by each individual end user to schedule, drop-off, pick up , and pay for vehicle service invoices including:

- Preventative Maintenance Repairs (**Required**)
- Corrective Repairs
- Emergency Road Service

Per university insurance guideline, a vehicle inspections needs to be completed every 12 months. Preventative maintenance must take place either once the vehicle has reached 6000 miles of usage OR every 6 months (depending on use of vehicle this may vary, however these are required for **every** university vehicle). Preventative maintenance includes lube, filter, and oil change.

The annual vehicle inspection can be performed during one of the preventative maintenance repairs. For this, the university requires documentation from the vendor over their checklist of inspection. The vendor will supply you with either an electronic or paper copy of the completed checklist. Please send the documentation to [mvoservices@utoledo.edu](mailto:mvoservices@utoledo.edu) or drop off the paperwork at the MVO garage.

## **Motor Vehicle Operations (MVO) Resources:**

- License plate registration and renewal.
- Fuel administration.
- Managing the bulk fuel inventory.
- Record keeping the Master List of UT Fleet for:
  - o Federal Department of Energy Report (DOE)
  - o Insurance report
  - o Inventory control
  - o Vehicle utilization
- Liaison for new or leased vehicle purchases.
- Ambassador over the ratio of fleet to operation needs.