

**Objective**

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Outline the policy regarding vehicle maintenance at University of Michigan (U-M).

**Policy**

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1. All maintenance performed on U-M vehicles must be coordinated through Garage Services. **Exception:** Both U-M Dearborn and U-M Flint who have their own campus maintenance facility to repair their fleet vehicles.
2. U-M vehicles leased through Fleet Services include routine maintenance as part of the lease cost. Routine maintenance is considered any repair work that is preventative (oil changes) or normal wear and tear on vehicles.
3. U-M vehicles owned by the using department are responsible for the cost of all maintenance performed by Garage Services or an authorized repair facility approved by Garage Services.
4. Vehicle maintenance costs outside of routine maintenance are charged to the using department or to Risk Management. Charges that are outside of routine maintenance included accident damage, operator error, unreported damage or vehicle modifications.
5. It is the responsibility of the using department to respond to notices from Garage Services regarding preventative maintenance due and ensure that the vehicle is delivered when scheduled.