

Objective

Outline the procedure for modifications to University of Michigan (U-M) vehicles.

Procedure

1. Your U-M vehicle is currently not meeting your operational needs and you would like to modify the vehicle.
2. Contact Garage Services at (734) 764-2490 and explain your vehicle deficiencies with the Fleet and Garage Services Manager.
3. The Fleet and Garage Services Manager will either approve or disapprove the request for modification.
4. If the modification is approved, the Fleet and Garage Services Manager will facilitate the modification of the U-M vehicle.
5. The repairs will be completed by the Garage Services personnel or an authorized service provider approved by Garage Services.
6. If a loaner is needed while the vehicle is being repaired, contact Fleet Services to arrange for a loaner at (734) 764-2485. The cost for a loaner will be the responsibility of the using department – no free loaners for vehicle modifications.
7. The keys to the U-M vehicle will be taken to the Fleet Services office and the using department will be notified that the vehicle has been modified and is ready to be picked up.