

**Objective**

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Outline the policy regarding vehicle repair on University of Michigan (U-M) vehicles.

**Policy**

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1. All vehicle repairs 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, 13 point inspections) or normal wear and tear on vehicles.
3. Vehicle maintenance costs outside of routine maintenance are charged to the using department. Charges that are outside of routine maintenance included accident damage, operator error, unreported damage or vehicle modifications.
4. To ensure proper stewardship of U-M assets, the using department should notify Garage Services immediately if there are mechanical or safety issues with a U-M vehicle.
5. It is the responsibility of the operator (s) of the U-M vehicle to monitor vehicle performance and ensure the safe operation.