

R27. Administrative Services, Fleet Operations.

R27-8. State Vehicle Maintenance Program.

R27-8-1. Authority.

This rule is established pursuant to Subsections 63A-9-401(1)(d)(i) and (iv), which require the Department of Administrative Services, Division of Fleet Operations (DFO) to establish rules governing maintenance operations for state vehicles, and preventative maintenance programs.

Unless specifically exempted in writing by DFO, agencies shall comply with the preventive maintenance and repair provisions of this rule.

R27-8-2. Preventive Maintenance.

(1) Preventive maintenance (PM) shall be performed in accordance with the schedule set forth in the Preventive Maintenance Program Coupon Book that accompanies each full service lease vehicle.

The Preventive Maintenance Program Coupon Book is located in the glove compartment of each full service lease vehicle.

(2) The driver or agency shall take the vehicle to a vendor that participates in the vendor's service network. In the event that a driver needs to locate a service facility, the vendor will direct the driver to the nearest service facility that participates in the vendor's service network.

(3) Agencies leasing state vehicles are responsible for complying with annual safety and emission inspections required by state law.

(a) Inspection compliance certificates shall be forwarded to the DFO offices for vehicle registration.

(4) When taking a state vehicle in for preventive maintenance, the drivers shall present the Preventive Maintenance Coupon Book to the vendor.

R27-8-4. Repairs.

(1) In the event a state vehicle is in need of repair(s), the driver shall contact the vendor prior to having any services performed.

A toll free telephone number is listed on the front cover of the Driver Operating Manual and the Program Information Booklet.

(a) The driver of the vehicle shall provide the vehicle number and odometer reading to the vendor.

(b) In the event that a driver needs to locate a service facility, the vendor will direct the driver to the nearest service facility that participates in the vendor's service network.

(c) In the event that the vehicle is already in a service facility, the driver shall direct the shop to contact the vendor. Authorization to perform the required repairs shall be given by the vendor.

(2) When taking a state-owned vehicle in for repair(s), the driver shall identify the vehicle as belonging to DFO, and not the division or department to which the vehicles are leased.

R27-8-5. Agency Maintained Repair Shop Parts Inventory.

(1) Agencies with capital only lease vehicles may, at their own expense maintain and operate maintenance and repair facilities to care for leased vehicles.

(2) All maintenance and repair shop personnel working on capital only lease vehicles shall be trained in the use of DFO's fleet information system, specifically the work-order ticket module of the system.

(3) All maintenance and repairs performed on capital only lease vehicles shall be entered into the fleet information system work-order module within 24 hours of the completion of the work.

(4) All maintenance and repairs performed or done on full service leased vehicles shall require prior approval from the vendor for preventive maintenance and repair services. The agency maintenance and repair facility shall bill the vendor for services rendered.

(5) Agency maintenance and repair facilities shall comply with all state and federal law, state and federal rules and regulations governing motor vehicle maintenance and repair facilities.

KEY: vehicle maintenance, repair, vendor approval

Date of Enactment or Last Substantive Amendment: April 8, 2002

Notice of Continuation: September 23, 2016

**Authorizing, and Implemented or Interpreted Law:
63A-9-401(1)(d)(i); 63A-9-401(1)(d)(iv)**