



<b>Document Number</b>	<b>Vehicle Repair SOP D.30.01</b>
<b>Owner/Contact Information:</b>	Andrew Currin
<b>Effective Date:</b>	01/08/20
<b>Last Revised/Reviewed:</b>	01/02/20
<b>Related Policies and Procedures:</b>	

## 1. Purpose/Introduction

To establish a standard operating practice to receive, assign, and track all work orders regarding repair of vehicles in Facilities Operations.

## 2. Procedural Steps

The following process will be followed in repairing vehicles for Facilities Operations:

- 2.1 The operator of the vehicle will submit a work order to obtain an estimate for the repair of the vehicle with the Customer Service Center.
- 2.2 The Assistant Director for Grounds and the PM Coordinator will assess the vehicle and determine the best course of action for the repair.
  - 2.2.1 Options include in-house repair or repair by an outside vendor. An estimate for the repair will be obtained and submitted to the Vehicle Operator's Supervisor.
  - 2.2.2 The Supervisor is responsible for obtaining budgetary approval from their Manager for repairs believed to be in excess of \$500.
- 2.3 Upon approval of the estimate, an email approving the repair must be sent to the Assistant Director for Grounds.
  - 2.3.1 The Assistant Director for Grounds and the PM Coordinator in conjunction with the garage staff, will coordinate scheduling the repair of the vehicle.
  - 2.3.2 If the repair is to be completed by an outside vendor, the garage staff will oversee the repair of the vehicle with the outside vendor and communicate estimated return dates.
- 2.4 Once the vehicle is returned from the outside vendor, the garage staff will inspect the vehicle to confirm satisfactory completion of the repair.

2.5 Once all steps are complete, the vehicle will be scheduled to return to the operator through the operator's supervisor.

<b>Revision #</b>	<b>Section #</b>	<b>Summary of Changes</b>	<b>Approval Date</b>
D.30.01		To establish procedure to receive, assign, and track all vehicle repair work orders in Facilities Operations.	01/08/20