



**I. 9.2.8 Vehicle Maintenance**

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.2 Facilities Management	Date Last Reviewed: July 2021
Responsible Entity: AVP for Facilities, Safety and Risk Management	Date Last Revised: July 2021

**II. Purpose**

To establish the responsibilities of the Vehicle Maintenance division of Facilities Management and outline procedures for requesting services.

**III. Scope**

This policy applies to all UT Health San Antonio departments with University vehicles.

**IV. Policy**

Facilities Management maintains an automotive garage for minor repairs, tune-ups, state inspections, and preventive maintenance for University vehicles.

**A. Requesting Service**

1. Most departments submit an annual [Service Request](#) for their vehicle maintenance and repairs.
2. For departments that do not desire to use an annual [Service Request](#), a new work order is required each time service is provided.

**V. Definitions**

*There are no defined terms used in this Policy.*

**VI. Related References**

[Service Request System](#)

**VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

9.2.8 Vehicle Maintenance

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
06/2017	Policy Revision		
07/2021	Policy Revision, discretionary edits		