



## 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

### I. Purpose

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

### II. Scope

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

### III. 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.

### IV. Definitions

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

### V. Related References

[Service Request System](#)

**VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>6/2000</b>	Policy Origination		
<b>06/2017</b>	Policy Revision		
<b>07/2021</b>	Policy Revision, discretionary edits		