# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

# FLEET OPERATIONS

**SERVICE/REPAIRS TO UNIVERSITY-OWNED/LEASED VEHICLES ON**

**EXTENDED TRAVEL**

**PROCEDURE #F&P-4830-07**

# PURPOSE

To provide information and guidance for obtaining required service or repairs to University- owned/leased vehicles by those persons who have received authorization for extended travel.

# PROCEDURE

1. University-owned/leased vehicles may be assigned either a Commonwealth or a commercial oil company credit card. Commonwealth cards are good for service and repair at any service facility that will accept them. (Drivers are cautioned to check with the service facility for acceptance before obtaining service.) Commercial cards are only acceptable at the stations noted on the reverse of the credit card that is issued to the driver.
2. At present there are three options available to personnel on extended travel for obtaining vehicle service. (Service is defined as obtaining gas, oil, coolant etc.) They are:

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| 1. | The traveler can use personal funds, making sure to obtain receipts and documentation, and submit these for reimbursement upon return to the University. |
| 2. | A cash advance is available on a limited basis, from Accounting Services. Again, this method requires obtaining receipts and documentation to substantiate expenditures. |
| 3. | A Limited number of credit cards are available for University owned vehicles. (Note: DGS leased vehicles only have a Commonwealth card available.) |

1. Repairs and breakdowns:
   1. Operators are reminded to coordinate all automotive activities with the automotive officers.
      1. Within a 50-mile radius of the University.

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| 1) | If a University-owned/leased vehicle is disabled or is in critical need of repair, the operator of the vehicle should contact the automotive officers at the University for assistance. The telephone numbers are: Automotive Department - 724-738-2537 or if after normal working hours, contact the University Police at 724-738-3333 |

* + 1. Outside a 50-mile radius of the University.

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| 1) | If a University-owned/leased vehicle is disabled or is in critical need of repair, the operator of the vehicle should the contact the University as in item C.1.a.1. |

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| 2) | In the event automotive personnel cannot be reached, the operator is authorized to obtain automotive repairs at the nearest service station in an amount up to $100. |
| 3) | The operator should then follow the procedures set forth in item 4, below, for processing repairs. |
| 4) | Costs:  Vehicle operators will be held liable for any unauthorized or unjustified repairs. Prior to the commencement of any repairs on a University- owned/leased vehicle at any private garage, the operator must receive an accurate estimate of repairs required.  Accidents:  All accidents require form STD-555 to be completed before repairs commence.  $100 Guideline:  Operators may have repairs done for this amount, IF, and only IF, the automotive officers cannot be reached.  Minor repairs:  Repairs exceeding $100 must have the Automotive Officer's  authorization.  Major repairs:  Any repairs exceeding $300 will be coordinated by the Automotive Officers. |