

**FLEET MANAGEMENT DEPARTMENT
VEHICLE COVERAGE PER USER RATE**

SERVICE & MAINTENANCE	Fleet Leased Vehicles	Department Purchase
Preventative Maintenance A, B, C, D, E-Services & Safety Check	X	X
Unscheduled Repairs Under \$500 (Labor & Parts)	X	X
Unscheduled Repairs ¹ Over \$501 (Labor, Parts & NN Tax)	X	ICR
Tire Repair	X	X
Tire Replacement ¹	X	ICR
Road Service	X	X
Wrecker Service (Breakdown) ¹	X	ICR
Wrecker Service (Vandalism)	Insurance	Insurance
Glass Chip Repair ¹	X	ICR
Glass Replacement	Deductible	Deductible
Damage (Vandalism)	Insurance (Fleet ABS)	Insurance (Outside)
Fuel (FDS & WEX) ²	X	X
Trade-Ins (Disposition) ³	X	Department's Responsibility
Vehicle Purchases ⁴	X	Department's Responsibility

1. Vehicle(s) will not be released until ICR is issued for repairs and/or services.
2. Fuel is paid by mileage per month.
3. Department negotiate with vendor with trade-in or with Property Management for disposal of vehicle(s).
4. Fleet will assist department with vehicle specs. Contract & Advertising is Department's Responsibility.

Exception: Programs with program-owned vehicles are not bound to Fleet Management User Rates. These programs may negotiate with other vendors within their vicinity for procurement of any Fleet Management Department services and rates, which include not limited to fuel, maintenance (lubricants and parts), minor/major repairs to body and chassis, and/or electromechanical systems.