




Division of State Patrol Policy and Procedure

Number
3-3

Subject VEHICLE MAINTENANCE	
Author/Originator Bureau of Field Operations	Approved by  Superintendent
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I. POLICY

It is the policy of the Division of State Patrol (DSP) that all state-owned vehicles assigned to Division employees shall be serviced, maintained and repaired to provide efficient utilization, protection of taxpayer investment and economy of operation.

II. GENERAL PROVISIONS

Employees are responsible for vehicle maintenance, legal operation, proper securing to prevent theft or damage, legal parking and all required record keeping procedures. All repairs to vehicles are to be made at Automotive Resources International (ARI) authorized service and repair locations. Employees are to follow all warranty requirements.

Employees assigned a state-owned vehicle are required to read the owner’s manual, the State of Wisconsin Fleet Driver and Management Policies and Procedures Manual, and the ARI maintenance schedule provided.

III. PROCEDURE

- A. Employees assigned state-owned vehicles shall adhere to the following guidelines:
 1. Call ARI for any maintenance or repair prior to the performed maintenance.
 2. Ensure maintenance is performed in accordance with the applicable ARI maintenance schedule subject to verification by the employee’s respective supervisor.
 3. Purchase authorized fuel and vehicle supplies with issued fleet card as necessary.

4. Service for auto glass and tires must be obtained from Wisconsin Department of Transportation (DOT) authorized vendors.
5. Contact ARI to authorize towing of disabled state-owned vehicles to an authorized ARI garage. Emergency conditions may necessitate a non-ARI towing service.

IV. REFERENCES

State of Wisconsin Fleet Driver and Management Policies and Procedures Manual

ARI Vehicle Use Handbook

<https://wigov.sharepoint.com/sites/dot/Pages/Facilities/FleetMaintRepairs.aspx>