University Facilities & Services

Maintenance Agreement For licensed Vehicles for the

University of Rochester

The purpose of the Maintenance Agreement is for departments to have a standard monthly charge to cover preventative and routine maintenance to their vehicles. Proper maintenance helps protect your vehicle from unnecessary repairs and breakdowns, ensures your vehicle runs at optimal performance, and provides a safe environment for your staff drivers.

Vehicle Maintenance and Repairs Covered in Agreement

A. Annual Insurance Coverage

1. Covers every vehicle with a license plate. The rate traditionally increases 5% annually and is built into the maintenance agreement rate.
2. For every claim there is a $500 deductible that the department is responsible for.
3. The University's comprehensive and collision insurance only covers vehicles that are 5 years and newer.
4. The Auto Shop will file the insurance claim and work with our collision vendor on any repairs.

B. Preventative Maintenance (PM) will be performed and scheduled accordingly based on manufacturer specifications. This would include services such as:

- Check fluid levels
- Rotate and Check condition of tires; ensure proper inflation
- Check lights, replace if needed
- Check general condition of vehicle
- Change oil and filter
- Check front & rear brakes (pull wheel)
- Check universal joints and lubricate
- Check windshield wipers
- Check all seals
- Perform NYS inspection and registration

A PM schedule and list of services will be provided upon acquisition.

If fleet management determines there is excessive wear and tear, the cost would be charged to the department.