1. VEHICLE MAINTENANCE SCHEDULE

- 5,000 vehicle miles: "A" maintenance service due
- 10,000 vehicle miles: "B" maintenance service due
- 15,000 vehicle miles: "A" maintenance service due
- 20,000 vehicle miles: "C" maintenance service due
- 25,000 vehicle miles: "A" maintenance service due
- 30,000 vehicle miles: "B" maintenance service due
- 35,000 vehicle miles: "A" maintenance service due
- 40,000 vehicle miles: "C" maintenance service due
- 45,000 vehicle miles: "A" maintenance service due
- 50,000 vehicle miles: "B" maintenance service due
- 55,000 vehicle miles: "A" maintenance service due
- 60,000 vehicle miles: "C" maintenance service due
- 65,000 vehicle miles: "A" maintenance service due
- 70,000 vehicle miles: "B" maintenance service due
- 75,000 vehicle miles: "A" maintenance service due
- 80,000 vehicle miles: "C" maintenance service due
- 85,000 vehicle miles: "A" maintenance service due
- 90,000 vehicle miles: "B" maintenance service due
- 95,000 vehicle miles: "A" maintenance service due
- 100,000 vehicle miles: "C" maintenance service due
- 105,000 vehicle miles: "A" maintenance service due
- 110,000 vehicle miles: "B" maintenance service due
- 115,000 vehicle miles: "A" maintenance service due

*For scheduling purposes, vehicles may be assigned service dates based on estimated mileage
*Some service schedules may be modified based on vehicle class and utilization

2. COMPLIANCE

2.1. If the vehicle is stationed within 50 miles of the OU Fleet Services (Norman Campus) building, service shall be performed by OU Fleet Services.

2.2. If the vehicle is stationed beyond 50 miles of the Fleet Management Service Center, all "A" and "B" maintenance shall be obtained from a local vendor as follows:

- Use local vendors listed on Statewide Contract 767. If a local vendor is not listed on SW767, determine which local vendor(s) is willing to accept the current State Fleet Card provided with the vehicle
- Obtain a garage estimate for the service to be performed prior to commencement of work:
  - Estimates must not include sales tax
  - Estimates must be approved by the Fleet Service Manager (phone: 405-325-5662; fax: 405-325-3474). Authorization shall be obtained prior to commencement of the work
- Driver and /or department manager are required to inform the service provider at the time of purchase that all charges are exempt from sales tax
- All invoices (service detail and copy of receipt) shall be submitted to OU Fleet Services
2.3. If the vehicle is due for "C" maintenance, service shall be performed by OU Fleet Services.

3. MAINTENANCE REQUIREMENTS

3.1. "A" Maintenance Requirements (at 5,000 mile intervals)

- Change oil and filter
- Chassis lubrication
- Check all fluid levels, which include:
  - Power steering
  - Master cylinder
  - Transmission fluid
  - Windshield washer
  - Battery; and Radiator coolant.
- Check tire condition and pressure
  - Rotate and balance (if necessary) and
  - Check spare
- Check for proper operation of the following:
  - Windshield wiper and washer
  - All lights and reflectors
  - Horn
  - Heater and air conditioner
  - Emergency brake
  - Radio
- Check for fluid leaks
- NOTE: Vehicles equipped with percentile oil life indicator (i.e. Honda Civic) must observe oil change intervals when “SERVICE” message appears on the display

3.2. "B" Maintenance Requirements ("A" Maintenance, plus the following at 10,000 mile intervals)

- Check and replace air and fuel filters
  - Replace PCV valve, if necessary
  - Clean and protect battery terminal ends
- Check brakes
- Check shocks
- Check front wheel bearing on rear drive vehicles and
- Check drive axle boots on front drive vehicles
3.3. "C" Maintenance Requirements ("A" and "B" Maintenances, plus the following at 20,000 mile intervals)

- Replace all belts and hoses, if necessary (no hoses replacement, if vehicle has extended life coolant)
- Service transmission and
- Complete detail clean (w/o engine clean)

**NOTE:**
- "C" Maintenance is performed by the OU Fleet Services only