

POLICY #35

## **MAINTENANCE ON COUNTY OWNED VEHICLES**

DATE ADOPTED: 7-28-08  
MINUTE BOOK: 36 PAGE 207

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**POLICY:** To establish guidelines for servicing county owned vehicles.

**PROCEDURE:** All County owned vehicles should have preventative maintenance and repair work performed by the County Shop unless otherwise directed by the County Shop. For work performed by the County Shop, each department will only be charged for the cost of parts and/or materials required to repair and/or maintain those vehicles assigned to their department. The only exception to this policy will be heavy equipment.