

## SECTION .0200 - MAINTENANCE AND CARE OF VEHICLES

### 01 NCAC 38 .0201 GENERAL REPAIRS AND MAINTENANCE

- (a) The individual and Agency to whom the vehicle is assigned shall maintain and make any necessary repairs to Division vehicles. Maintenance shall include oil changes, tire rotations, transmission or engine service.
- (b) Prior to any maintenance and repairs, the individual or the Agency shall have prior authorization by contacting the dedicated repair authorization line provided in the assignment document with the details of the maintenance and an estimate of the cost.
- (c) Authorized charges for maintenance or repairs shall be billed to the Division for payment. The Division may invoice agencies for any unauthorized repair expenses when the repairs are conducted off the assigned maintenance schedule or are in addition to what is recommended by the Division for the vehicle.

*History Note: Authority G.S. 143-341(8)i;  
Eff. October 1, 1992;  
Readoption Eff. November 1, 2019.*