



## Procedures for Vehicle Maintenance

Effective June 1, 2017

Vehicle maintenance services are no longer being provided by Facilities Services on campus. Therefore, stewards of College-owned vehicles will be required to follow these procedures when preventative or corrective maintenance is required.

1. Locate a preferred vendor for services. A recommended list of local providers is included for your reference. You may utilize other certified mechanical services, including the local dealership for your particular vehicle make and model.
2. Take the vehicle to your preferred service provider and request an estimate for the services. If the services are less than \$3,000, you may have the services completed. If the services will cost more than \$3,000, then a purchase order will be required.
3. Utilize your College P-Card or a personal credit card to pay for the services. If a personal credit card is used, you will need to submit an expense report to the Business Office for reimbursement.
4. Vehicle expenses will be charged directly to the department or cost center to which the vehicle has been assigned. Please be sure to check with the department head or department budget officer to ensure you have available funds and the approval to make such repairs beforehand.
5. Most service providers have computer systems that track maintenance services performed on vehicles, however, it is a good idea to keep copies of the service receipts in the vehicle for warranty and historical purposes. It is recommended that these documents are placed in the glove compartment so they will be easily accessible.
6. **DMV Registration Requirements:** When notified by Sharon Neward, Administrative Services, that a SMOG certificate is needed on your assigned vehicle, please schedule the test as soon as possible and email the certificate to Sharon at [sneward@stmarys-ca.edu](mailto:sneward@stmarys-ca.edu). Once the certificate for the SMOG has been verified, Sharon will process the registration renewal with the DMV.

There could be a delay in the registration of your vehicle if you do not follow these guidelines in a timely manner. Additional penalty fees may also apply for a late registration and you could also be stopped by law enforcement and ticketed for an expired registration.

The registration renewal documents and associated decals will be sent by Sharon to the department or individual responsible for the vehicle. It is your responsibility to ensure the registration is placed inside (glove compartment is recommended) the vehicle and that the new registration decals have been installed on the rear license plate.



Facilities Services

## Recommendations for Automobile Repair Services and Smog Testing

The following service centers are being provided for your use at your discretion. Whether you have your car serviced at one of these locations or with a dealership, it is wise to be consistent so they can keep electronic records of the repairs and preventative services provided on the vehicle.

### **Repairs:**

#### Moraga Motors (Repairs, Maintenance)

Address: 530 Moraga Road, Moraga (In Rheem Shopping Center –Close to CVS)

Telephone: (925)376-0692

Open Mon-Fri 7:30 AM to 5:30 PM

Website: <https://moragamotors.com/>

#### Rheem Valley Automotive (Repairs, Maintenance)

455 Center Street, Moraga (In Rheem Shopping Center – Close to Nation's)

Telephone: (925)377-6020

Open Mon-Fri 7:30 AM to 5:30 PM, Sat 9:00 AM to 2:00 PM

<http://www.rheemauto.com/>

#### Big O Tires (Tire Services, Oil Changes, Scheduled Maintenance)

3328 Mount Diablo Blvd, Lafayette

Telephone: (925) 283-2258

Open Mon-Fri 8:00 AM to 5:30 PM, Sat 8:00 AM to 4:30 PM

<http://www.bigotires.com/Location/CA/Lafayette/94549/005003/0/2ff1305d-4810-4885-8305-233f4573a4a0>

#### Frank's Auto Service and Repair (Repairs, Maintenance)

1255 Boulevard Way, Walnut Creek

Telephone: (925)526-4018

Open Mon-Fri 8:00 AM to 5:00 PM

<http://www.franksautoservice.com/>

### **Smog Testing:**

#### Moraga Service Center

Address: 1500 Canyon Road, Moraga (at the corner of Moraga Road and Moraga Way)

Telephone: (925)376-1777