



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Vehicle Management	AUTHORIZED BY:
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ISSUED: August 1, 1984	REVISED: July 1, 1985

General Statement

- A. All state vehicles assigned to the Jefferson City area will be maintained and /or repaired at the Office of Administration Central Vehicle Maintenance Garage located at 2304 East McCarty Street. Repairs performed by other garages must have the prior approval of the Commissioner of Administration or the Central Maintenance Garage, otherwise payment for such services will not be approved.
- B. When practical, unleaded gasoline should be purchased from the Central Maintenance Garage due to savings ranging from \$0.05 to \$0.15 per gallon.]
- C. This policy excludes those vehicles currently assigned to other central maintenance facilities as follows:
 - (1) Highway Patrol
 - (2) Highway and Transportation Department
 - (3) Conservation Department