

Part I Chapter 25 Maintenance of Commonwealth-Owned Automobiles

- A. Authority.** Under *Section 2407 of The Administrative Code of April 9, 1929 (P. L. 177, No. 175), 71 P. S. Section 637*, the Department of General Services has the responsibility for the maintenance of all automobiles owned by independent agencies and executive agencies, except the Department of Transportation and the Pennsylvania Turnpike Commission. The department is specifically given the authority to make or contract for the making of all repairs to Commonwealth owned automobiles (except Department of Transportation and the Pennsylvania Turnpike Commission), unless the department authorizes any Commonwealth agency to make or order the making of repairs to automobiles.
- B. Qualification.** Through an application process, the Department of General Services qualifies suppliers to provide automobile repairs and services to Commonwealth owned vehicles. Qualification does not guarantee the supplier any or all service for Commonwealth vehicles in the vicinity of the supplier's station. As the need for service arises, selection of a supplier to perform the service shall be made impartially on the basis of the vehicle's condition, the vehicle's location, the service required for the vehicle, and price. Whenever possible, selection shall be made to gain the most cost effective service available. Operators of Commonwealth-owned automobiles are required to obtain approval from a Customer Service Representative (CSR) within the Bureau of Vehicle Management prior to the commencement of any repairs. Operators who fail to obtain prior approval from a CSR and use the services from a qualified supplier, except in emergency situations, may be held liable for any unauthorized repairs.
- C. Specific Repair Authorization.** All automotive repairs (including parts) at any one time and within a 20 mile radius from the Commonwealth Garage must be completed by the Department of General Services, Bureau of Vehicle Management located at 2221 Forster Street, Harrisburg, PA 17125:
1. An agency or a Commonwealth agency employee shall not authorize a qualified supplier to perform the repair unless the Department of General Services, Bureau of Vehicle Management has given a written order for the repair prior to the performance of the work.
 2. Repairs may be completed by a Commonwealth agency employee with an automotive mechanic job title with parts purchased from the statewide parts contract or tire contract.
 3. Repairs performed at the Commonwealth Garage do not require prior approval by a CSR.

References:

1. [Management Directive 615.16, Commonwealth Fleet Policy](#)