



THE
NAVAJO
NATION

FLEET MANAGEMENT • P.O. BOX 608 • WINDOW ROCK, ARIZONA 86515 • (928)871-6425 • Fax (928)871-7038

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MEMORANDUM

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TO : DIVISIONS, DEPARTMENTS, PROGRAM AND BRANCHES
THE NAVAJO NATION

FROM : 
Stanley Yazzie, Chairperson
Motor Vehicle Review Board

DATE : March 02, 2011

SUBJECT : Scheduled Maintenance - Navajo Nation Vehicles

Pursuant to 2 N.N.C. § 3551 *et seq.*, the Motor Vehicle Review Board (MVRB) has responsibility and authority to authorize the assignment of Navajo Nation vehicles.

Conditions of assignment may include, but not limited to, hours of permissible use, authorized drivers, parking requirements, decals, equipment modification and take home authorization. Additionally, Branch Chiefs have primary responsibility to require directors and management to ensure that assigned Navajo Nation vehicles are used in accordance with the requirements of the Motor Vehicle Operator's Handbook.

Fleet Management has apprised the MVRB of the frequency of vehicles not meeting scheduled maintenance service requirements, *i.e.*, lack of regular oil change at the recommended interval of every 5,000 miles and unauthorized equipment modification. When newly acquired vehicles are placed into service, the first oil change is at 3,000 miles, thereafter every 5,000 miles is the recommended service interval. Hence, this is to inform all Divisions, Departments, Programs, and Branches that Fleet Management is authorized to ground a vehicle but with sufficient justification may return the vehicle, however if there are more than two (2) missed intervals grounding will be for thirty (30) calendar days or the MVRB may consider re-assignment of that vehicle to satisfy pending requests for assignment of vehicles. Additionally, any equipment modification must be considered by the MVRB for approval and any unauthorized equipment modification will be removed by Fleet Management when vehicles are serviced and associated costs direct charged through the FMIS.

Furthermore, the MVRB wants to emphasize that Navajo Nation vehicles are assigned to the various divisions, departments, programs and Branches, not to any one individual; and reiterates that these vehicles are for official-use-only. The MVRB meets the second Wednesday of each month at Fleet Management's Conference Room; please contact the Office Specialist at 871-6425 for any additional information required.