

# OIL CHANGE

## Procedure

### When it's due

- If the **dash indicator** comes on **or** your **mileage/sticker** says it's due, it's time.

### What you do

1. **Notify the Fleet Manager** immediately that your vehicle is due for service.
  - Fleet Manager: **813-892-4069**
2. **Wait for instructions on when and where** to go. They'll schedule or direct you.
3. **Go to the assigned shop.** Our preferred vendor is **Take 5 Oil Change** (many locations in our service areas).
  - Fleet Account: **MBL-143544**
4. **Authorize only the oil change.**
  - Oil changes are **pre-approved**.
  - **Do not** approve any add-ons (filters, wipers, flushes, rotations, etc.) unless the Fleet Manager says so.
5. If anything is unclear at the counter (pricing, recommended services, account issues), **call the Fleet Manager** on the spot: **813-892-4069**.

### Hard rules

- The account is **restricted**. **No additional services** without prior approval—period.
- **Don't pay out of pocket** unless the Fleet Manager explicitly tells you to.

### Safety note

- If a **red oil pressure warning** appears, **pull over safely and call the Fleet Manager**. Don't keep driving.

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