**ISLAND TRAFFIC AUTHORITY**

Motor Vehicle Servicing and Inspection Policy  
Effective Date: September 01, 2025

**1. Purpose**

This policy establishes clear and enforceable guidelines for the servicing, inspection, and repair of Government of Jamaica (GOJ) vehicles to ensure:

* Cost control and value for money.
* Operational efficiency and service quality.
* Compliance with statutory requirements.
* Safety, roadworthiness, and reliability of government vehicles.
* Protection of government assets from misuse, premature deterioration, and unauthorized repairs.
* Proper assessment and disposal of vehicles when repair costs are uneconomical.

**2. Scope**

This policy applies to:

* All Ministries, Departments, and Agencies (MDAs) operating GOJ-owned or leased vehicles.
* All Maintenance and Dealer Service (MDS) providers certified by the Island Traffic Authority (ITA) to perform servicing and repairs.
* All GOJ vehicles, including cars, SUVs, pickups, ambulances, trucks, and other fleet vehicles, regardless of funding source.

**3. Definitions**

* General Servicing: Routine maintenance activities intended to preserve vehicle performance and safety, without major mechanical overhaul.
* Approved Garage (AG): A garage, dealership, or service provider certified by the ITA for the specific type of repairs or services they are authorized to perform on GOJ vehicles.
* MDS (Maintenance and Dealer Service Provider): Any service provider registered and certified with the ITA to maintain and repair GOJ vehicles.
* Unladen Weight: The weight of a vehicle excluding any load, passengers, or fuel.

**4. Policy Statements**

*4.1 Certification Requirement*

* All garages, dealerships, or service providers performing servicing or repairs on GOJ vehicles must be certified by the Island Traffic Authority for the intended repairs or services.
* Certification will be specific to the scope of work the garage is approved to perform (e.g., general servicing, brake repairs, engine overhauls, electrical work).
* MDAs shall only engage certified garages listed on the ITA’s official Approved Garage Register.
* Engaging non-certified providers constitutes a breach of this policy.

*4.2 General Servicing Cost Limits*

General servicing includes:

* Brake servicing
* Oil, fuel, and filter changes
* Vehicle fluid changes
* Air and A/C filter replacement
* Hoses replacement
* Replacement of belts (including power steering, alternator, and other service belts)
* Replacement of wiper blades

***Cost ceilings:***

* Cars, SUVs, pickups, and vehicles ≤ 4,500 kg unladen weight: Maximum of J$150,000 per general servicing.
* Ambulances, trucks, and vehicles > 4,500 kg unladen weight: Maximum of J$250,000 per general servicing.

*4.3 Repair Authorization, Inspection, and Valuation Protocol*

* No MDS or AG shall perform repairs on GOJ vehicles without prior written approval from the Island Traffic Authority.
* A three-stage inspection process shall be observed:
  1. Pre-Repair Inspection: Conducted by the ITA before any work begins to confirm required repairs and approve the scope.
  2. Mid-Repair Inspection (if applicable): Conducted when additional work is identified that was not included in the original scope.
  3. Post-Repair Inspection: Conducted by the ITA after completion to verify that work matches the approved scope and is of satisfactory quality before payment authorization.
* Vehicle Assessment and Uneconomical Repairs:
  1. If the cost of repairs exceeds 65% of the current market value of the vehicle, a vehicle assessment must be requested from the ITA to determine the vehicle’s remaining useful life.
  2. Where repairs are deemed uneconomical for the government, which may include other repairs not yet requested, a Board of Survey may be convened to review the vehicle. The vehicle may then be retired and disposed of in accordance with government regulations.
  3. Special Cases: Certain vehicles or specialized equipment may continue to be serviced and repaired based on the special circumstances or nature of their operational use, as determined by the ITA.
  4. The ITA reserves the right to make recommendations for retention or disposal of vehicles in the best interest of the government.
* Unauthorized repairs will result in penalties as per Annex A.

*4.4 Policy Breaches*

Breaches include, but are not limited to:

* Servicing or repairing GOJ vehicles at a garage not certified by the ITA for the intended service.
* Performing repairs without ITA approval.
* Charging above the approved cost ceilings.
* Substituting non-genuine parts where genuine parts were quoted and approved.
* Applying a mark-up above the approved limit.

*4.5 Mark-up Limits on Parts and Services*

* Mark-up on parts and services for GOJ vehicles shall not exceed 25%.
* Where genuine parts are quoted and approved, they must be installed; substitution of generic parts is prohibited unless explicitly approved in writing by the ITA and clearly stated on the repair quotation.

**5. Compliance Monitoring**

The ITA shall:

* Conduct random and scheduled audits of quotations, invoices, service records, and procurement documents.
* Inspect garages to ensure compliance with certification conditions.
* Maintain and publish the Approved Garage Register for GOJ use.

**6. Enforcement**

Violations of this policy will result in:

* Fines as outlined in Annex A – Policy Breach and Fines Schedule.
* Temporary or permanent removal from the ITA’s Approved Garage Register.
* Referral to relevant authorities, including the Ministry of Finance and the Public Service, RPD, Integrity Commission, or MOCA for further administrative or legal action.

**7. Review and Amendment**

This policy shall be reviewed every two years or sooner if required due to:

* Advances in vehicle technology.
* Inflationary adjustments to cost ceilings.
* Changes in government procurement or asset management policy.

**Annex A – Policy Breach and Fines Schedule**

**1. Classification of Breaches**

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| --- | --- | --- | --- |
| Category | Description | Fine (per breach)  MDA | Additional Sanctions  GARAGE MAINTENANCE AND SERVICE PROVIDER |
| Minor | Administrative non-compliance without financial loss.  Examples: incomplete documentation, late quotation submission, clerical errors in parts listing. | J$5,000 – J$15,000 | First breach: written warning;  Second: suspension up to 6 months;  Third: suspension up to 24 months;  Fourth: permanent removal from Approved Garage Register |
| Moderate | Actions causing financial loss or operational disruption but without safety compromise.  Examples: working on vehicles without ITA approval, applying >25% mark-up, delayed delivery beyond 10 working days without justification. | | First breach: written warning;  Second: suspension up to 6 months;  Third: suspension up to 24 months;  Fourth: permanent removal from Approved Garage Register |
| Severe | Actions compromising safety, violating procurement rules, or involving deliberate misrepresentation.  Examples: performing repairs without ITA approval, substituting generic parts where genuine parts were approved, falsifying invoices. | J$50,000 – J$100,000 | Immediate suspension from Approved Garage Register up to 2 years  Written notice to Permanent Secretary for in charge of the MDA  Referral to MOFPS/Integrity Commission |

**2. Fine Application**

* Each breach is evaluated independently; multiple breaches in a single service job may be cumulative.
* Repeated breaches of the same nature within 12 months result in fines at the maximum applicable range and may escalate to the next category.

**3. Payment of Fines**

* Fines are payable to the Ministry of Science, Energy, Telecommunications and Transport (MSETT) or a designated financial institution within 30 calendar days of notice.
* Failure to pay results in immediate suspension from all ITA inspection services for the offending MDA or provider until payment is made and a notice sent to Permanent Secretary of the affected MDA.

**4. Appeals**

* Appeals must be submitted in writing to the ITA within 14 calendar days of receiving a fine notice, with supporting evidence.

**5. Enforcement Responsibility**

* The ITA is responsible for detecting breaches, issuing notices, and maintaining breach records.
* The MOFPS supports policy enforcement, compliance monitoring, and safeguarding government assets.

**Annex B – Approved Garage Register**

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| --- | --- | --- | --- |
| Approved Garage  Maintenance and Service Provider | Telephone Number | Address | Services Provided |
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